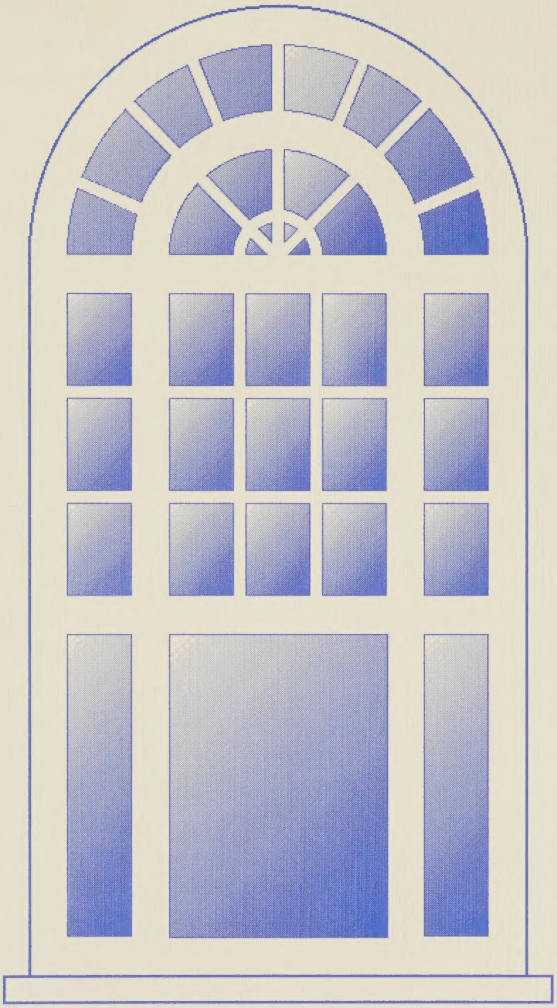

QUEENS COLLEGE

Student Handbook
1998-1999

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TABLE OF CONTENTS

I. INTRODUCTION
1. History 1
2. Traditions 2
3. Did You Know? 5

II. RESIDENCE HALL FACILITIES
1. Common Area Furniture 8
2. Damage Fees and Charges 9
3. Heating and Air Conditioning 10
4. Housekeeping, Pest Control and Maintenance Services 11
5. Laundry Machines 12
6. Room Decorating 12

III. RESIDENCE SERVICES AND PROCEDURES
1. Check-in Procedure 15
2. Check-out Procedure 15
3. Holiday Closing 16
4. Keys and Access Cards 17
5. Room Changes 18
6. Telephone 19
7. Television (cable) 20

IV. RESIDENCE HALL POLICIES
1. Alcohol Policy 22
2. Drug Policy 27
3. Computer access & E-mail 28
4. Crisis Intervention 28
5. Holiday Decorations 29
6. Pets 30
7. Personal/Public Space 30
8. Posting Policy 31
9. Potpourri Pots/Open Flames 32
10 Quiet Hours 32
11. Smoking Policy 33
12. Street Signs 33
13. Storage 33
14. Visitation 34
15. Weapons, Fireworks and Explosives 36
16. Wooden Structures and Lofts 36

V. AREAS OF STUDENT RESPONSIBILITY
1. Student Rights and Responsibilities 38
2. Community Expectations 41
3. Disciplinary Procedures 42
4. Disciplinary Settings 43
5. Sanctions 46
6. Inquiry and Freedom of Expression 49

VI. SAFETY ON CAMPUS
1. Automobiles on Campus 50
2. Bicycles 51
3. Electrical Appliances 51
4. Fire Safety 52
5. Other Safety Related Policies 53
6. Personal Safety 55
7. Rape and Sexual Assault 56
8. Sexual Harassment/General Harassment 57
9. Residence Hall Safety Inspections 58
10. Right of Entry 58
11. Department of Campus Police 59
12. Weather Safety 60

VII. CAMPUS SERVICES
1. Banking Services 61
2. Bookstore 62
3. Campus Police 63
4. Office of Internship & Career Center 63
5. Computing Services Center 66
6. Counseling Center 68
7. Emergency Loan Fund 69
8. Financial Aid 69
9. Food Services 70
10. Identification and Meal Cards 71
11. Insurance 72
12. International Experience Program 72
13. Library 73
14. Media Center 74
15. Medical Services 75
16. Post Office 76
17. Residence Life 77
18. Trexler Center 78

VIII. STUDENT LIFE AT QUEENS
1. Religious Life 79
2. Athletics 80

3. Student Activities, Clubs & Organizations 82
4. Student Government Association 93
5. Honorary Organizations 95
6. Honors and Awards 97

IX. ACADEMIC PROGRAM
CLASS BEHAVIOR POLICY
CLASS ATTENDANCE POLICY
1. Academic Program 101
2. Academic Honors 102
3. Academic Probation 102
4. Final Grades 103
5. Midterm Grade Warning 104
6. Vacation Breaks 104
7. Access to Records 104
8. Responsibilities of College 105
9. Public Record 105
10. Confidential Record 106
11. Official Records 106
12. Academic Grievances 108

X. CAMPUS RESOURCE DIRECTORY
(Problem Solving at a Glance) 109

XI. CAMPUS CALENDAR

HOURS OF OPERATION

Department	**Ext.**	**Hours:**
Campus Police	2306	24 hours
Student Bank	2322	Mon. - Fri., 11:30 AM - 1:30 PM
Bookstore	2413	Mon. - Thurs., 9:30 AM - 6:15 PM Fri., 9:30 AM - 4:00 PM
Morrison Dining Hall	2409	Breakfast: Mon. - Fri., 7:30 - 10:00 AM Sat. - Sun., 10:00 AM - 1:00 PM Lunch: Mon. - Fri., 11:15 AM - 1:30 PM Dinner: Mon. - Thurs., 5:00 - 7:00 PM Fri. - Sun., 5:00 - 6:00 PM

Café Rex	2547	Mon. - Fri., 9:00 AM - 2:00 PM & 5:00 - 11:00 PM Sat. - Sun., 6:00 - 11:00 PM
Library	2401	Mon.-Thurs., 8:00 AM-Midnight Fri., 8:00 AM - 6:00 PM Sat., 10:00 AM - 5:00 PM Sun., 3:00 PM - Midnight
Post Office	2311	Mon. - Fri., 9:00 AM - 4:30 PM

STUDENT HANDBOOK REVISION DISCLAIMER

The Student Handbook of Queens College is reviewed on an annual basis, coordinated through the office of student development. Publication of the Handbook is completed during the month of August and reflects the policies and procedures for the following academic year. Queens College reserves the right to review and change policies and procedures at any point of the academic term. If changes are made in current policies or procedures, it will occur after careful review, being both reasonable and fair to those concerned. All populations of the College will be informed of any revisions, and allowed adequate time to meet changed requirements or to adequately adapt to any changes.

CHAPTER I
INTRODUCTION

CONTENT

1. History
2. Traditions
3. Did you Know?

1. HISTORY

Queens College was founded in 1857 as the Charlotte Female Institute, then located on College Street near the center of the city. For five years after 1891 it was called the Seminary for Girls, and, after affiliating with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. In 1912, anticipating the move to its present campus in Myers Park residential area in 1914, it became Queens College.

This name revived pre-Revolutionary traditions, for in 1771 a group of North Carolina colonists sought a royal charter for a Queens College, to be located in town of Charlotte, which was named for the British Queen, Charlotte of Mecklenburg. George III refused the petition, doubting the wisdom of creating an institution to perpetuate nonconformist views favored by the Scotch-Irish Presbyterians who had settled in Piedmont Carolina. A school was chartered in 1773, however, under the unusual name of Queens Museum. During the Revolution it sympathized with the colonial cause and became known as the Liberty Hall Academy.

The academy's post-Revolutionary history is sketchy, but in 1821 the Male and Female Academy Corporation was chartered to operate the Liberty Male Academy, the precursor of Davidson College, and the Charlotte Female Academy, the precursor of the Charlotte Female Institute.

In 1930 Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville). With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas. Subsequent restructuring of the Presbyterian Church has given Queens ties to the Mid-Atlantic synods.

In the aftermath of World War II, Queens admitted its first male students in a non-residential status.

A coeducational Evening College, the forerunner of the newly named Pauline Lewis Hayworth College (Hayworth College) and the Continuing Education program, was created in 1948. Queens' first post-baccalaureate degree program, the master of business administration, was begun in the spring of 1980. It, too, admitted both men and women.

In 1987, Queens College became fully coeducational and adopted an ambitious and innovative plan for expanding and enhancing the curriculum. The plan produced the Foundations of Liberal Learning and the International Experience Programs, which were put into place in 1989.

2. TRADITIONS

MOTTO: "NON MINISTRATI SED MINISTRARE"

Translated, this means "not to be served, but to serve." This motto is a vital part of the Queens College tradition. All students are asked to follow this motto in their personal and professional lives. Recently, the Queens College community has brought this motto to life by participating as volunteers for the Special Olympics and by building a home through the Habitat for Humanity program.

THE COLLEGE SEAL

While the College seal has changed with the history of Queens, three elements have remained the same: the lamp of knowledge, the bible and the wreath of laurel. The lamp of knowledge represents the pursuit of wisdom — the foundation of a college. The bible, which the lamp of knowledge rests upon, symbolizes the strong relationship Queens has with the Presbyterian Church from which we were founded. Lastly, the wreath of laurel represents the classical education. Queens' heritage in classical learning is now highlighted by the CORE Program in the Liberal Arts.

The seal can be seen throughout campus and on college publications, however, the most important seal is located on the floor of Belk Chapel in the entryway. Tradition holds that whoever steps on the seal in Belk Chapel will never receive their degree from Queens — so watch your step!

THE YOUNG DIANA

The statue of Diana near the entrance to the Trexler Center is a rich piece of Queens' history. Given to the college by Mrs. Anna Hyatt Huntington in 1940, it remains one of the finest examples of American sculpture. Many replicas of Diana can be found across the country.

Diana is a central gathering point for students. Today, as in the 1940's, you will often find Diana dressed for the weather or the holiday. It is not uncommon to see her wearing coats, t-shirts, boxer shorts, and even more lacy undergarments.

BURWELL PARLORS

In Burwell Hall, now the main administrative building, there are a series of beautifully decorated parlors. As you enter the parlors, you will notice the large antique mirrors that grace the walls and mantel. While the mirrors are certainly a decorative accent to the building, they had another purpose. In the early history of Queens when only women attended the college, they were allowed to receive their gentlemen friends in the parlors of Burwell. The students were allowed to sit and talk with their companions, but a monitor sat and watched with the help of the strategically placed mirrors. Today, you can still have a birds eye view of all the parlors if you sit just right!

CLOCK TOWER

The 132-foot tower is the latest structure to be completed on the campus. The design by Jenkins-Peer Architects won design awards before the first brick was ever in place. Inside the tower are hidden communications antennas that provide cellular phone service to the area. The clock tower will play an integral part in the beautification of the back campus and the completion of the residence quad.

WOODEN ENGLISH BENCHES

Throughout campus, you will find comfortable English garden benches. These benches are in honor of or in memory to past friends and alumni of Queens College. The memorials have been given to the college by families and past classes. Take some time and read the brass plaques on the benches to learn about the history of Queens and her students.

BOAR'S HEAD

The Boar's Head banquet was started at Queens in 1933 and has been a yearly event since that time. As tradition goes, many of the great houses of Medieval England began the Christmas feasting by bringing in a steaming boar's head garlanded with rosemary, complete with a lemon in the mouth. Queens College of Oxford has carried on the practice for some 500 hundred years. A local legend explains how an Oxford student studying the teachings of Aristotle was attacked by a wild boar. To protect himself, he shoved the book down the wild beast's throat and choked the boar to death. Thus, knowledge triumphs over the beast.

3. DID YOU KNOW?

- George Washington refers to Queens College in a diary entry dated May 28, 1791. "Charlotte is a trifling place, though the Court of Mecklenburg is held in it. There is a college there, in which, at times, there has (sic) been 50 or 60 boys."

- An assemblage of trustees and fellows met at the grammar school in Mecklenburg County on March 1, 1771 to formalize the provisions of an endowment act for Queens College. The endowment of the institution was to be collected from a 'duty of six pence per gallon on all rum or other spirituous liquors brought into and disposed of in Mecklenburg County... during the space of 10 years.

- When General Cornwallis marched his British troops into Charlotte on September 26, 1780, the school was closed (Liberty Hall). The building was used as a military hospital.

- In 1860, the population of Charlotte was 1,366. The last stage coach route, that between Wadesboro and Charlotte, ceased operation on December 15, 1874.

- Rules of the Charlotte Female Institute (1857-1891) included the following:
  - No eating at unseasonable hours;
  - No games of chance or novels;
  - No conversing from a window; and
  - No correspondence with gentlemen (brothers excepted).

- Early in February 1912, Mr. George Stephens, who was developing Myers Park, gave the College 50 acres. At that time, Myers Park was outside the city limits and considered to be a municipality of its own.

- In 1950, King George VI of England presented the college with a Bible. Ours is the third Bible that King George gave to colleges in the United States. The Bible is kept in the library when not in use in the chapel.

- Everett Library was opened in 1960. The mosaic on the front of the building is 6' high and 60' long. Made of 250,000 Italian tiles, the mosaic is a symbolic representation of the fields of knowledge included in the materials of a college library.

- Inside the library is a bust of Robert Louis Stevenson, the only one from life. The bust was completed in 1893.

- President Dwight D. Eisenhower came to Charlotte on May 18, 1954 to speak at a "20th of May" Celebration. In Freedom Park, 20 Queens students were chosen to serve box lunches to the official party.

- President Jimmy Carter stayed in Harris Residence Hall when he was in town for a week working on a Habitat for Humanity project.

- Queens students were chosen in 1994 to ride with President Clinton's official party when he was in town for the NCAA Final Four Basketball Championship.

- Queens College has been listed as a "Best Regional University ", and as a "Best Buy" college by *U.S. News & World Report.*

- In May 1992, it was estimated that nearly 1 million American students received their baccalaureate degrees. Nationally, 5% participated in an international experience. At Queens in excess of 90% of our graduates had participated in an international experience. While touring the world, students never know who they might run into. For instance, in 1995, the Eastern European tour met the President of the Czech Republic, Vaclav Havel, while dining in the same restaurant.

- Of these 1 million graduates, 30% had taken an internship. At Queens, approximately 90% of our graduates had completed at least one internship. Beginning in 1996 the internship experience became a requirement for graduation.

CHAPTER II
RESIDENCE HALL FACILITIES

CONTENT

1. Common Area Furniture
2. Damage Fees and Charges
3. Heating and Air-conditioning
4. Housekeeping, Pest Control & Maintenance Services
5. Laundry Machines
6. Room Decorating

INTRODUCTION

The residence hall in which you reside is in every sense of the word your **home** away from home. During no other period in your life will you have the opportunity to live and learn with so many of your peers. The residence hall environment is a dynamic part of your educational experience. Thus, it is important for you to understand the opportunities offered to you as a resident, and how to make the most of your experience on campus.

One element of this experience is the building in which you live. This chapter will outline some of the physical elements of the residence hall, which are provided for your comfort as well as the comfort of others. A good understanding of these issues will better equip you to deal with problems that may arise, and help you make your residence hall the home you want it to be.

Remember as you read this chapter, like your own home that you live in with your family, there is only one person responsible for taking care of your surroundings — you! The residence hall is no different. At Queens, we promote the idea of the student learning to take care of himself or herself. An integral part of this notion is the student

taking care of his or her own property as well as the College's.

1. COMMON AREA FURNITURE

Lounges, study rooms, computer rooms, reception lobbies, and other common areas are provided for the comfort and convenience of students. For this reason, furnishings in common areas should not be removed. Students who take these items to their rooms or elsewhere, on or off campus, are cheating others of the right to enjoy them, and will be subject to disciplinary action. A fine of $25.00 per item will be assessed as well as honor code charges filed with Campus Judicial Board (CJB). In the case of loss or damages to these furnishings, the entire residential unit (building, floor or suite) will be held responsible unless an individual is willing to claim responsibility.

2. DAMAGE FEES AND CHARGES

Students responsible for damages to residence hall furnishings, structures, or equipment will be charged for the appropriate labor, material, and administrative costs necessary to reimburse the college for the expenses involved. The director of residence life has access to a list of standard charges. These charges, however, may vary due to unforeseeable changes in the prices of materials. Malicious damages will also result in charges being filed with CJB.

Remember, that your room is your responsibility. All furniture in the room will be accounted for on the room condition report. **You are not allowed to remove any furniture from the room. Furniture may not be stored in the basement or in the hallways of any building**.

Damage to walls, floors, furniture, etc., will be noted on a room condition report. A final check for damage at the end of the year will be made by the residence life staff and campus services staff. If there are damages, they will be charged to your general account. Except for small nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wallpaper, or adhesives. Water beds are not permitted.

Daily room care and cleaning are your responsibility. Rooms should be kept in an orderly condition at all times. If you leave a dirty room at the end of the year or when withdrawing from school, you will be charged a cleaning fee of $25 to $50.

NOTE: Damages to a room or its furnishings are the responsibility of the students assigned to the room. Unless another person takes responsibility and this is placed in writing, the residents will hold sole responsibility. If damages occur in your room and are caused by someone other than yourself or your roommate, a written incident report must be filed with your Residence Coordinator with 24 hours of the incident. If a written report is not filed within this time, you and your roommate hold responsibility.

3. HEATING AND AIR CONDITIONING

The residence hall heating system is composed of a radiator system. Should you experience problems with the heating units in your room, contact your Resident Assistant (RA).

Albright, Wallace, and Long Halls are air conditioned. A limited number of rooms in Belk and Harris Halls are wired for air conditioning. If a room is not already wired,

no air conditioning may be installed. Students assigned to previously wired rooms may supply their own air conditioners providing the units do not exceed 5,000 BTUs. Units rated above that level violate electrical safety regulations and are not allowed.

Students who live in Harris and Belk residence halls are given a $34.50 credit on their student accounts each semester to off set reduced utility expenses for those buildings.

4. HOUSEKEEPING, PEST CONTROL, AND MAINTENANCE SERVICES

The department of campus services housekeeping staff is responsible for the proper cleanliness and appearance of residence hall public areas, such as lounges, hallways, bathrooms, and stairwells. Their duties include vacuuming, sweeping, mopping and finishing floors, carpeting and furniture care, cleaning all bathroom fixtures, changing light bulbs, and stocking supplies such as toilet paper and paper towels.

All public areas are treated for pest control. If you have a pest problem, contact your RA. Students may be required to empty their closets and cupboards. A pest control professional will treat your room as soon as possible.

The office of residence life and the office campus services share responsibility for maintenance services. Work order requests submitted by students to their RA or through the service request line, (x-2201), are reviewed individually and then assigned to a work crew member. Minor carpentry, glass and carpet repairs, as well as moving furniture and supplies, are handled by campus services. Major repairs such as plumbing, heating, electrical, steam, and structural systems are often contracted out.

When service requests are made, a written record is kept by your residence hall staff and campus services. Upon completion of the request, a member of the residence life staff will call or stop by to see if repairs or services were completed to your satisfaction. Campus services will leave a door hanger or comment card in your room after they have entered to make requested repairs. This comment card will describe the work completed, any problems found, and ask for feedback as to the level of satisfaction.

NOTE: Campus Services will make every effort to contact you before entering your room, however, by simply requesting a repair, it is taken as permission to complete such work without you being present in the room. At no time should housekeeping staff ever have reason to be in your room, only campus repair staff.

5. LAUNDRY MACHINES

Coin-operated washers and dryers are located in each residence hall. You are cautioned not to overload these machines. Anyone who damages the machines as a result of overloading will be responsible for the cost of repairs. Likewise, you are asked to follow the directions for washers and dryers that are posted in the laundry rooms. Dying clothes or other materials is not permitted in the laundry rooms because of the risk of damaging other's clothes. If you should have problems with laundry machines, contact the office of student development at ext. 2226.

6. ROOM DECORATING

All carpeting, furniture, and other miscellaneous personal items used in the residence hall room must be fire retardant. Candles are not permitted in your room. Wood paneling, particle board, room partitions, space heaters, and decorations (such as parachutes, fish nets, ceiling fans,

and excessive number of posters) are not allowed. Extension cords are not permitted in your room, but power strips are allowed. No furniture or decorations should inhibit entry or exit in any manner. Room furnishings may only by used in ways appropriate to their construction. All of these policies help to promote a safer environment for all residents.

Please refer to residence hall policies for information concerning street signs, holiday decorations, and wooden structures.

CHAPTER III
RESIDENCE HALL SERVICES PROCEDURES

CONTENT

1. Check-in procedure
2. Check-out procedure
3. Holiday Closing
4. Keys and Access Cards
5. Room Changes
6. Telephone Service
7. Television (cable)

INTRODUCTION

In this chapter you will learn about some of the general policies of checking in and out of your assigned room, as well as how to change rooms. This chapter also outlines some of the basic services that are provided for you in order to make your life in the residence halls more enjoyable.

Carefully read the items under check-in and check-out procedures. A firm understanding of what is expected of you during your moves on and off campus will make the process faster and cause less stress. Likewise, it is important that all residents know that they have the ability to change rooms and roommates if they wish. However, it is important to follow the procedure outlined in this chapter. Failure to do so makes it necessary to move all individuals involved back to their original assignments. Each resident who moves without following these guidelines will be assessed a $25.00 fine.

There are four items that you will more than likely use everyday as a resident — your room key, your access card, your telephone, and the television. These four essential items are discussed in this chapter. If you need help or

have questions regarding these items, please refer to this chapter or chapter 10 (Problem Solving at a Glance) in this handbook.

1. CHECK-IN PROCEDURE

All students are required to be checked into their rooms by a residence hall staff member at the beginning of each academic year. Rooms are to be occupied only by the person(s) properly assigned to them by the residence life office.

The check-in procedure involves completing a Room Condition Report (RCR) and being issued a room key and access card.

2. CHECK-OUT PROCEDURE

All students are required to live on campus unless they reside with a parent or relative, or have been given permission by the director of residence life to do otherwise. Students who move off campus without expressed written permission will not be given a refund for that semester's housing costs. To request permission to move off campus you must complete a form provided by the office of student development and have the office of financial aid sign.

Any student who moves out of a room for any reason must follow proper check-out procedures. These include:

<u>If moving off campus during academic year:</u>

a. obtain permission from director of residence life before moving off campus
b. make and keep a check-out appointment with RA
c. remove all possessions from the room and clean before checking-out with a staff member

d. be present when room is inspected for damages or sign an "express check-out" form
e. sign RCR
f. return keys and access card to RA

If changing rooms during the year:

a. obtain written permission to change rooms from RC prior to moving
b. present written permission to your current RA at check-out appointment
c. remove all possessions from room and clean room before checking-out with a staff member
d. be present when room is inspected for damages
e. sign RCR
f. return keys to RA and access card if applicable
g. present check-in permission to new RA if applicable
h. sign new RCR and receive new keys

End of the year check-out will be described by your residence hall staff near the end of the spring semester.

Any student who moves out of a room without following these steps will be subject to an improper check-out fee of $25.00. Additional charges will be made to cover the cost of repairs, cleaning, removal and storage of possessions, and lock changes, if these are necessary.

NOTE: Students not moving out of the residence halls at the end of academic year or summer term will be assessed $30.00 per day for each day past published move out day.

3. HOLIDAY CLOSING

Residence halls are closed during Thanksgiving and Christmas holidays and you must make alternative living arrangements.

The academic schedule included at the back of this handbook indicates the official opening and closing of the residence halls. All students are expected to abide by these dates. **Students who enter or remain in residence halls when the buildings are officially closed without express written permission from the office of residence life will be fined $200.00 and face dismissal from housing for the remainder of the year.**

Students, with the exception of graduating seniors, must vacate rooms within 24 hours after their final semester-end examinations unless they have submitted a written request to the office of residence life and been granted permission in writing. The request must be approved by the director of residence life and submitted one week before the closing date. Graduating seniors must vacate their rooms by 8:00 AM the day following graduation.

4. KEYS AND ACCESS CARDS

The residence halls are locked 24 hours a day for student protection. Entry is gained through the use of a personal access card that is assigned to each student. The access card will only open the residence hall to which you are assigned. Propping open or misusing any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to Campus Police, located in Stulz Building. There is a $10.00 fee for access card replacement. Access cards are nontransferable. It is a violation of College policy to lend your access card to anyone. Persons found using access cards other than their own will be charged with an honor code violation.

When you check into your room, you will receive a room key and an access card. **For your own security, be sure to lock your door whenever you leave your room and carry your key at all times.** Your room key is for your own

personal use only. Lending and/or duplication of keys is prohibited.

If you lose your key, you are required to obtain a temporary replacement key immediately from the office of student development. If you find your key and return the temporary key to the office of student development within ten days, there will no charge. If the key is not returned, your lock will be changed, and you will be billed $65.00 for the replacement of the lock and key. The lock change is necessary to protect you and your roommate and future students. **Whenever a lock is changed, a notice will be left on the door by your RA. A new key can be obtained from your RC when you return the old keys.**

If you are locked out of your room, first, try to contact the RA on your floor for assistance. If your RA is unavailable, seek help from another RA. If you are unable to locate an RA, you may check out a key from the office of student development. If you abuse this service by making repeated requests to unlock your door, you may be required to meet with the director of residence life to discuss alternative solutions to this problem.

If you fail to return your room key when you check out, the lock will be changed and you will be charged $65.00 for replacement and $25.00 for improper check out.

5. ROOM CHANGES

Students who are changing rooms must check in properly to their new room by contacting a Resident Assistant. (Refer to the check-out procedure in this section.) Room assignment changes are permitted only upon written authorization by the residence coordinator of your building. The initial room change period will begin after the third week of the semester. If you complete an unautho-

rized room change, you will be required to return to your originally assigned room and will be assessed $25.00 for an unauthorized room change.

6. TELEPHONE SERVICE

Telephone jacks are provided in each residence hall room, however, each student must provide their own telephone equipment. In order to make long distance calls, you are required to select a long distance carrier. If you choose the college's long distance carrier (AT&T), you will receive a long distance access code to provide security and accuracy in billing. If for any reason you loose or suspect that someone has access to your security code, you should contact AT&T ACUS 24 hours a day at 1-800-445-6063 or Tim Estep, (x-2460) in campus service Mon. - Fri., 8:30 AM - 4:30 PM.

It is a serious violation of the honor code to use the phone code of another student without their knowledge. Students who do so will have to make financial restitution and face possible suspension from the college.

All residence hall rooms are assigned two voice-mail addresses. With voice-mail there is no need for answering machines. Students are instructed on how to access their accounts from on or off campus and how to change their greeting and password when they arrive on campus.

To prevent the overloading of the system, students are asked to delete messages no longer needed and to refrain from sending campus-wide messages unless they have written permission from either student development or student activities. Students wishing to create distribution lists may do so with the help of campus services or student activities.

Students who abuse the voice-mail system by sending inappropriate messages, threats, harassment, or accessing voice-mail accounts other than their own will loose voice-mail privileges and be charge with an honor code violation.

7. TELEVISION (CABLE SERVICE)

Cable hook-ups are standard in each residence hall room. The college provides basic service, which is part of room costs. Students wishing to contract with the local cable provider for premium channels may do so during the first week of school. Bills are sent directly to you for these services. For repairs call Time-Warner of Charlotte, (377-5559). You are required to be present for all repairs.

Students are not allowed to run cable from room to room, through hallways or outside the building. Personal satellite dishes are also prohibited.

CHAPTER IV
RESIDENCE HALL POLICIES

CONTENT

1. Alcohol Policy
2. Drug Policy
3. Computer Access & E-mail
4. Crisis Intervention
5. Holiday Decorations
6. Pets
7. Personal/Public Space
8. Posting Policy
9. Potpourri Pots/Open Flames
10. Quiet Hours
11. Smoking Policy
12. Street Signs
13. Storage
14. Visitation
15. Weapons, Fireworks and Explosives
16. Wooden Structures and Lofts

1. QUEENS COLLEGE POSITION ON ALCOHOL

College years are a time when you learn to take responsibility for your own life, to establish your own values and beliefs, to set personal goals, to determine the priorities in your life and to recognize that actions have consequences. Few issues can have a greater impact on students' lives than the use of alcohol. You will be exposed to alcohol before, during and after your college years. Queens College recognizes the social and health problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. The College seeks to provide a realistic social atmosphere on campus to develop student responsibility and permit maximum personal freedom in matters affecting student life.

1A. COLLEGE ALCOHOL POLICY

You are expected to follow all federal, state and local laws regarding the possession, sale and consumption of alcoholic beverages both on and off campus. North Carolina law allows persons 21 years of age to possess and consume alcoholic beverages. Only students of legal drinking age may possess and consume beer and/or wine in their residence hall rooms. Queens College prohibits the possession and consumption of any other alcoholic beverages besides beer and/or wine.

Underage, (under 21), students may not possess, consume or serve alcoholic beverages in their rooms or allow guests to do so, regardless of age. Students of legal age for consumption may not possess or serve alcoholic beverages from any common container sources (such as kegs, party balls, punch bowls, etc.). Students of legal age for consumption may not serve alcoholic beverages to guests and/or roommates who are not of legal age for consumption. Consumption of alcoholic beverages or possession of open containers of alcoholic beverages by students of legal age for consumption is limited to the student's room and is prohibited in public areas. For this purpose public areas are defined as lounges, hallways, hall bathrooms, study areas, stairwells, etc.

With prior permission from the offices of the dean of student development, student activities, and campus police, beer and wine may be permitted at specially designated student social functions. Students, faculty, and staff are responsible at all times for complying with Queens College policies and North Carolina laws governing possession and use of alcohol.

1B. STUDENT ORGANIZATION SPONSORSHIP

Clubs, groups, and organization seeking approval for the use of beer and wine must submit an Event Information and Services Request Form and have the event approved by the office of students activities and orientation at least 2 weeks in advance of the event. Event Information and Services Request Forms may be obtained from the office of student activities and orientation.

a. The person who submits the Event Information and Service Request Form must be at least 21 years of age on the date that the form is being submitted whenever alcohol will be present and consumed at an event. This person must also sign the statement of enforcement of all alcohol laws which is located on the Event Information and Service Request Form. The individual who submits the form is considered the host for the event. She or he assumes overall responsibility for the event and for ensuring that students and guests abide by current college policies.

   Approval will not be issued to student organizations unless the host is of legal age to consume beer and wine. Publicity for events with alcohol must be approved by the office of student activities and orientation prior to being posted.

   Students consuming beer and wine must be prepared to verify their age by valid identification.

b. Student organizations budgeted funds may not be used to purchase alcoholic beverages.

c. Appropriate supervision must be provided at all registered events where beer and wine shall be consumed. The sponsoring organization(s) or

individual(s) assume(s) responsibility for enforcing college policy and all applicable laws. Certain events may require the presence of Campus Police officers and/or an approved chaperon. Approved chaperons have participated in risk management training.

d. The sponsoring organization(s) or individual(s) must meet with the director of student activities and orientation prior to the event to discuss event details such as providing adequate food and non-alcoholic beverages, setting a risk management plan and securing the presence of chaperon(s) and/or Campus Police officer(s).

e. Approved events must also adhere to the following guidelines:
   - **Area** – The event, its noise, and the consumption of beer and wine must be confined to the specific area for which permission was granted.
   - **Hours** – The hours of the event must fall within those times specified on the form.
   - **Food** – Adequate food and non-alcoholic beverages must be made available based on the number in attendance.
   - **Cleaning** – The event area must be cleaned and returned to a neat and orderly condition immediately after the event ends.
   - **Damages** – The host will be held responsible for any damages to the event site and/or its furnishings.

1C. ALCOHOL POLICY VIOLATIONS

As with all policies of the College, it is recognized that individuals are involved in each violation. Accordingly, each violation will be treated separately with consideration given to the circumstances involved.

For many of you, this is the first time you have lived in North Carolina. It is important to know and understand the laws concerning alcohol in this state.

It is illegal in North Carolina:

* for any person under the age of 21 to possess any alcoholic beverage with the intent to consume the beverage.
* for any alcoholic beverage to be made available by sale or otherwise to anyone under the age of 21.
* for any alcoholic beverage to be made available by sale or otherwise to anyone who is visibly intoxicated.
* to posses open containers of alcohol in the public domain.

Information on North Carolina Laws Regarding Alcohol

a. Possession of Beer or Unfortified Wine:
Penalty -- If 19 or 20 years of age, the offense will be an infraction, which is an unlawful act that is not a conviction and has no legal consequence other than a fine of $25.00. If 18 years of age, it will be a misdemeanor, which will become a matter of public record as a criminal conviction and subject to court cost and/or fines.

b. Purchase or Attempt to Purchase Beer or Unfortified Wine:
Penalty -- If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the offense will be an infraction and will carry a fine of $25.00. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fines and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

c. Aid and Abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age:
Penalty -- If Under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500.00 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

d. Use or Attempt to Use in Order to Obtain Alcoholic Beverages When not of Lawful Age, a Fraudulent or Altered Driver's License; or a Fraudulent or Altered Identification Document Other Than a Driver's License; or a Driver's License Issued to Another Person; or an Identification Document Other Than a Driver's License Issued to Another Person:
Penalty -- If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

e. Permit the Use of One's Driver's License or Any Other Identification Document of Any Kind by Any Person Under 21 to Purchase or Attempt to Purchase or Possess Alcohol:
Penalty -- If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

The Health Risks. The college recognizes that the state of an individual's overall health affects academic performance, job performance and all aspects of a person's life. Alcohol and other substance abuse rank as one of the primary health and economic problems in American society. The use of stimulants — cocaine, crack and "ice' — include such health risks as central nervous system disfunction, convulsions, hypertension, heart irregularities, nasal destruction, and potential for sudden death. A longer lasting paranoia and unpredictable violent behavior has been associated with the use of "ice."
Apathy, decreased visual perception, impaired psychomo-

tor skills, and memory loss may be associated with the use of marijuana.

Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous group activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and greatly increased number of sexually transmitted diseases.

2. QUEENS COLLEGE POSITION ON DRUGS

It is unlawful to possess, use, sell or manufacture any drug or controlled substance. **The College does not tolerate the use of any illegal drugs or the possession of drug paraphernalia.** The use of drugs may cause serious psychological or physiological hazards, or lead to interference with the rights and privileges of others. Possession, use, sale or manufacture of any drug or controlled substance will result in severe consequences regarding a student's status at Queens College including the possibility of expulsion. In addition to residence hall and College disciplinary procedures, such actions may be reported to appropriate civil authorities.

RATIONALE:

1) Incompatibility of drugs with the goals and mission of the College;
2) Potential for jeopardizing an individual's accomplishments and future opportunities;
3) Medical and psychological implications; and
4) Legal consequences.

Queens College students are expected to abide by the laws of the State of North Carolina and the federal government

regarding the possession and use of drugs both on and off campus.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use.

3. COMPUTER ACCESS AND E-MAIL

All students are given a free e-mail account to use as they see fit. Likewise, each residence hall and computer lab has Internet access which students may use to peruse their academic interests and personal entertainment. Students are reminded that while using the computers in the labs and residence halls that they represent Queens College and should use these "tools" in an appropriate manner. Students who send threats, harassment, or questionable materials to computer addresses on or off campus may face honor code charges and loose their college provided privileges.

4. CRISIS INTERVENTION

In order to maintain an academic atmosphere in the residence halls, you are expected to conduct yourself in a considerate manner with regard to the rights, obligations and safety needs of others. **Accordingly, you are obliged to live in a cooperative manner with your roommate and other community members.**

Trained and caring staff members provide assistance to students experiencing temporary emotional crisis. The counseling center is available for students who have more serious psychological needs. Long-term assistance cannot be expected in the residence halls or campus setting and must be obtained through local, private resources or community agencies. Help in locating off campus services can be found in the counseling center.

In order to provide students with timely and quality assistance, residence hall staff are required to follow standard procedures whenever a student alludes to or engages in self-destructive or disruptive behaviors. These behaviors include but are not limited to remarks about suicide, threats of suicide, suicide gestures or attempt, etc. All situations in which a student may be in potential danger will be reported so that arrangements for help can be made. If a student demonstrates that he or she is potentially harmful to self or to others, appropriate action will be taken. The student will be required to undergo a psychiatric evaluation by a board certified psychiatrist. Personnel in the college counseling center are available to advise the student and the student's family on a suitable plan for assessment and treatment. The student may not return to the college until a treatment plan is in place. The student may be required to take a medical withdrawal (six-month minimum) from the institution.

Other behavior which disrupts the residence hall community will result in an evaluation of the individual's suitability for continued residence status.

5. HOLIDAY DECORATIONS

Lighting Safety: Only mini-lights are permitted. Lighting sets must be labeled by the Underwriters Laboratories. All lights must be unplugged when residents retire for the evening or leave their rooms. Exterior lights are not permitted.

Christmas Trees: Live Christmas trees are not permitted in rooms. One artificial tree is permitted per room. Artificial trees must have a fire retardant label. Mini-lights may be hung on fire retardant trees.

Decorations: Candles and other open flames are not permitted. Use flame retardant or non-combustible decorations. Decorations having electrical cords are not per-

mitted on doors. Decorations should not cover more than 75% of the wall space of hallways.

6. PETS

Fish tanks of 10 gallon capacity or smaller are allowed in the residence hall.

You are not permitted to have other pets, including but not limited to dogs, cats, gerbils, hamsters, mice, rats, lizards, or snakes. Any animal other than fish will be removed from your room. Failure to remove a pet will result in $25.00 fine for each day after first warning. Failure to remove pet within seven days will result in the termination of housing through the remainder of the academic year and loss of lottery privileges in the following sign-up period.

7. PERSONAL/PUBLIC SPACE

You have the right to consider the interior of your assigned room as your own. Any use/decoration of that space, within the guidelines established by the office of residence life, is permitted as long as it is intended to enhance the interior of that room. You are asked to use good judgment in your choice of room personalization. **Space beyond the interior of your assigned room (e.g., windows and door exteriors) is considered public space and, therefore, is maintained under the jurisdiction of residence life.** Residents have the right to approach any student who displays a decoration which they believe to be offensive or obscene in order to discuss their concern.

The office of residence life seeks to provide and maintain an environment conducive to study and sleep. **Any amplified sound or other noise reaching beyond the limits of an individual room is considered an infringement on other's personal space and may be addressed through**

residence life policies. To support this philosophy, the office of residence life has prescribed Quiet Hours and a 24-Hour Courtesy Policy which students may wish to extend in their areas. The office of residence life encourages all members of the residence hall community to use these policies to maintain their own academic environment.

8. POSTING POLICY

In public areas outside of residence halls, Trexler, and academic buildings, posters may be attached and displayed if they include the name of the individual(s) or organization sponsoring the event or product being advertised. Posting may only be done on surfaces that are designed for such purposes, for example kiosks, display panels, and bulletin boards. Display of any posters or other material on the exterior of any building, landscape features (including trees and lamp posts) or other surfaces not specifically designated as a poster display area is prohibited.

To post inside the residence halls, permission must first be received from the office of residence life. If your residence hall has posting space designated specifically for general use by residents, you may post materials there without receiving prior permission.

Materials must be mounted with tape, push pins, paper staples, or other means to allow removal without surface defacement. Stickers are to be affixed in the same manner — not with their adhesive backing. Unattached materials, handouts and handbills are prohibited except those materials distributed in Student Government Elections and by individuals/organizations who have secured the necessary solicitation permit from the office of student development. All materials not conforming to the above guide-

lines will be removed. All outdated materials must be removed the day after the event is to have taken place. Off-campus groups are required to have their posters approved in the student development office, 203 Jernigan Center. Posting on glass doors or windows is prohibited in all buildings on campus.

9. POTPOURRI POTS

Potpourri pots (candle heated) are not permitted in the residence hall. These items present dangerous fire hazards because of the open flame. Likewise, many students suffer from allergies which are aggravated by strong odors. Incense is discouraged.

10. QUIET HOURS

Residence hall living requires that students be considerate of each other and reasonably quiet at all times. Observance of quiet hours in the residence hall acknowledges the right of each student to study and sleep with a minimum amount of disturbance. **It is your right as well as your responsibility to let offenders know if their activities are annoying you.**

Campus quiet hours are to be observed **Sunday through Thursday from 11:00 p.m. to 8:00 a.m. Freshmen are to observe additional quiet hours Sunday through Thursday 7:00 p.m. to 10:00 a.m.** During quiet hours, radios, stereos, and televisions must be turned off or played softly with room doors closed. Conversations must be kept to a level not to disturb others. Members of any residence hall may extend their quiet hours through a majority vote of residents.

Repeated loud use of equipment or disturbance from guests will result in a requirement that the equipment is removed and visitation privileges are reduced. Areas

with 24 hour quiet hours can be established on certain floors in the residence halls. Residents and visitors should respect the intentions of these halls.

During "Reading Day" and through the exam period, 24 hour quiet hours are in effect for all residence halls.

11. SMOKING POLICY

To ensure that individuals do not infringe upon the rights of others, and in adherence with fire regulation, smoking is not permitted in all academic and administrative builds as well as all public areas of the residence halls. Public areas are defined as all lobbies, bathrooms, hallways and stairwells. Smoking is permitted only in individual student rooms with the door closed.

12. STREET SIGNS

Removal of signs from College property and city, county or state property poses a potential safety hazard for citizens. The absence of railroad crossing signs, stop signs, and direction signs threatens the lives of those who travel. Street signs, "reserved space" signs, and similar signs serve an equally important purpose. Possessing these signs constitutes theft. Residence hall staff who see these signs will either ask you to take your signs to the Department of Transportation and/or will notify Campus Police that you possess the signs. You will have 24 hours to return the signs to the Department of Transportation, usually with no penalty.

13. STORAGE

Because of possible fire hazards, personal belongings may not be stored in the hallways of the residence halls. Likewise, no storage area is provided by the College for

student's personal items. Students are asked not to attempt to store items in the basements or closets of any building. The College holds no responsibility for any items left in these areas, and any such items found will be removed and disposed of.

14. VISITATION

The visitation policy is meant to protect the rights of all students to enjoy a safe and comfortable living environment. Provisions of the policy make it easier to identify persons who have no legitimate reason for being in a residence hall and also to ensure that students' guests respect and comply with residence hall policies. The policy is not geared to restrict your freedom or make visitation inconvenient. Thefts, vandalism, and even some serious assaults may occur when entry to the residence halls is unrestricted. The visitation policy will make your stay in the halls a more positive experience. **Remember to carry your keys and access card at all times and have your guests call you from the courtesy phone in order to gain access to the building.** By adhering to these practices, you will be heightening the standard of safety and privacy in your place or residence. **You will be held responsible for the behavior of your guests and any activity which originates from your room.** Escorted guests may enjoy many of the privileges of their hosts; however, hall facilities are for the use of the students residing in the building.

Residence Hall Visitation Policy:

a. A person in your hall is a legal visitor only if he/she is escorted and hosted by someone on your hall.

b. Visitors must be escorted by the hosting student at all

times. You are responsible for ensuring that visitors comply with all residence hall policies and will be held accountable for the behavior of your guests.

c. **Hours of visitation in students' rooms shall not exceed 10 a.m. to 12 midnight, Sunday through Thursday, or 10 a.m. to 2 a.m., (3 a.m. in Hayes) Friday and Saturday.** Visitors may be hosted in designated common areas past these hours. Such common areas have been established for each building and will be shared with residents during the first hall meeting. When you are hosting visitors, you are expected to conduct yourself in a considerate manner with regard to the rights and needs of your roommate and other residents.

d. You may permit a visitor of the same gender to remain in the hall beyond the hours of visitation as an overnight guest if your roommate has no objection. Overnight guests must be registered with residence hall staff and introduced to your RA. No visitor may be an overnight guest for more than two consecutive nights or for more than six nights total during the academic year. Registration forms for overnight guest may be obtained from your Residence Coordinator and must be signed by all occupants of the room.

e. Residents of any residence hall may vote to establish separate, more restrictive visitation policies for that hall or area. At least 60 percent of the students of that hall or area must vote affirmatively for the change.

Hall Access:

Residence hall entrance doors will be locked 24 hours a day. This action is an important crime prevention effort. Locked doors decrease larcenies, burglaries, and other

undesirable activities. We ask for your support in this important effort. **REMEMBER TO CARRY YOUR KEYS AND ACCESS CARD!**

If you discover that an entrance door is propped open, shut it or seek assistance from a staff member. Never open an entrance door for someone else. Residents of the hall can open the door with their access card, and legitimate guests should be escorted into the building by their host. Courtesy phones are located on the exterior of most halls so that your guest can easily contact you and arrange for access and an escort when they come to visit.

Hall Staff will discuss other safety strategies with you. We encourage all students to become actively involved in Community Watch and other crime prevention programs.

15. WEAPONS, FIREWORKS AND EXPLOSIVES

The possession or use of any type of firearm, fireworks, firecracker, explosive material or dangerous weapon in the residence halls or on campus is strictly prohibited. This includes bows and arrows, B-B guns, knives and tools of the martial arts. The use of these items will result in immediate removal from campus, possible expulsion from the college and the involvement of local law enforcement.

16. WOODEN STRUCTURES AND LOFTS

You may build wooden structures or lofts **(except in Belk and Hayes Residence Halls)**, in order to create more space in your room. Lofts are a great way to personalize your space. Before building a structure, you must receive permission to build by completing a Permit for Wooden Structure form. Your structure will be inspected to make sure it meets safety standards. The structure must be painted with a fire retardant substance. In addition to

these requirements, all other safety measures must be met. These are outlined in the "Wooden Structure Policy," available in the Office of Residence Life. You must read the policy before building your wooden structure and follow the policy carefully during construction and assembly.

All wooden structures that have been approved must be completed before September 21 and inspected no later than September 25.

CHAPTER V
AREAS OF STUDENT RESPONSIBILITY

CONTENT

1. Student Rights and Responsibilities
2. Community Expectations
3. Adjudication Procedures
4. Adjudication Setting and Appeals Services
5. Sanctions
6. Inquiry and Freedom of Expression

1. STUDENT RIGHTS AND RESPONSIBILITIES

Queens College expects that every member of the academic community will share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, Queens College is concerned with the living and learning environment for all its students. It is expected that each person will grow to have a greater respect for self, others, and property.

Because residence hall staff recognize and value their role as educators working with students who are making the final transition from adolescence to adulthood, our philosophy of discipline is one of education and acceptance of responsibility. The offices of student development and residence life are committed to providing a judicial system which will facilitate development — one that will help you grow and learn from your mistakes — rather than imposing arbitrary punishments. **This is not to say that there are no consequences for violation of the community behavior standards. Just consequences serve to uphold your autonomy and personal accountability. Self control is a vital component of life in an orderly community, and to imply otherwise would not be consistent with our educational mission.** Our ultimate goal is to redirect

inappropriate behavior of the individual students while protecting the rights of all community members.

The policies of the College have been established to protect the rights of all students to enjoy a safe, comfortable, and orderly living and learning environment. It is the responsibility of every student to safeguard these rights for self and others. When a student violates a policy, that student is in violation of the Honor Code. Depending on the circumstances and the seriousness of the offense, the outcome of disciplinary proceedings may result in sanctions ranging from a written warning to expulsion from the college.

THE HONOR CODE

Queens College is firmly committed to the principles of honor and prides itself on the spirit of trust that exists among its members. At the heart of Queens College is the Honor Code. The Honor Code is based on the belief that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens College is the keystone of the College's tenet that all its citizens should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times, and to promote a community based on responsible citizenship, mutual trust and respect. The Code is binding on all members of the college community and applies to all phases of life at the College.

As a commitment to this system of honor, students sign

the Honor Code as part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the Academic Pledge and the Community Pledge. In addition, it embodies the individual's commitment to maintaining a community of honor, including taking action against those who violate the Code.

THE PLEDGE

As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.

> **Academic Pledge: I pledge truthfulness and absolute honesty in the performance of all academic work.**

The academic pledge embodies the responsibilities of each student relating to the academic sphere of campus life. The Honor Council is responsible for hearing all violations of the academic pledge. Violations of the Honor Code's academic pledge covers all forms of academic dishonesty. Examples of academic dishonesty are plagiarism, computer misuse, and unauthorized removal of materials from the library. Violations of the Academic Pledge may result in sanctions ranging from failure of the class in question to expulsion from the institution.

> **Community Pledge: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to the policies of the College.**

The community pledge incorporates the responsibilities of every student to the welfare of community members, to their property, and to college policies. The Campus Judicial Board is responsible for hearing all violations of the

community pledge. Violations of the Honor Code's community pledge include, but are not limited to, any form of hazing, harassment, verbal abuse, physical or sexual assault, racial comments or incidents; misuse of student identification or access cards; repeated violations of residence hall regulations; damage to property; and violations of other policies of the College. Violations of the Community Code may result in sanction ranging from a probationary status to eviction from the residence halls or expulsion from the institution.

> **Responsibility to the Honor Code: Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.**

Membership in the student body at Queens College signifies your commitment to the system of governance at the college and to the Honor Code. We assume that the student who chooses to come to Queens College does so with the purpose of adhering to the spirit and the letter of its principles and policies. We expect you to become familiar with the Honor Code and to report all violations of the Honor Code to the appropriate board. Ignorance of college policies and regulations will not be accepted as an excuse.

2. COMMUNITY EXPECTATIONS

You must make every effort to establish friendly and considerate relationships with roommates, suitemates, and other students. The obligation to make cooperative living arrangements with roommates is particularly strong. **Students who are not willing to make such efforts will forfeit the privilege to on-campus housing.**

The give and take of sharing living space and adjusting to different lifestyles is part of the residence hall experience. If you have difficulty in making decisions about sharing accommodations or believe your rights are being violated by a roommate or other student, bring the matter to the attention of your RA or, if necessary, the RC for your building. No student should feel as though an inequitable or uncomfortable living arrangement has to be tolerated. **Students who deliberately create such conditions for others are subject to administrative room changes or loss of housing privileges.**

Residence hall staff members document policies infractions for the good of all students. Warnings from staff or staff interventions with students should be taken seriously. **Harassment or abuse of hall staff will not be tolerated. Such behavior will result in the termination of housing privileges for the remainder of the academic year, and loss of lottery status for the following housing sign-up.** Students who have reason to question the judgement of a staff member or who have a complaint about staff conduct should bring the situation to the attention of an RC or call the office of residence life.

3. DISCIPLINARY PROCEDURES

The judicial system is designed to promote the Honor Code and investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of two student judicial boards. The Honor Council and the Campus Judicial Board are comprised of elected student representatives and are responsible for interpreting and implementing the rules of the college.

The office of student development also reserve the right to take necessary and appropriate action to protect the

safety and well-being of the campus community. Disciplinary procedures are designed to ensure due process and protect students' rights. The goal of disciplinary action is not meant to make students uncomfortable, but rather to teach responsibility and the importance of maintaining a safe, secure, and comfortable environment in which to learn and grow.

As a member of the campus community, it is primarily your responsibility to establish and maintain an atmosphere in which all members' rights are respected. **For this reason, you or other members of the campus community may make referrals for disciplinary action or be called to serve on a "Peer Review Board."** If you wish to report someone who has violated your rights to a comfortable environment or another's rights, see your RA or come to the office of student development.

4. DISCIPLINARY SETTINGS

Depending on the circumstances, Community Honor Code Violations may be addressed through one of four settings:

1. Peer Review Board
2. Campus Judicial Board (CJB) Executive Panel
3. Dean of Students/Administrative Hearing
4. Honor Council (academic charges only)

The Peer Review Board is made up by the three elected executive to CJB, one faculty representative, one student development appointed administrator, at least four elected student panel members and four students randomly called from the general population of the student body.

The College believes in and encourages students to take part in the running of the school in appropriate ways.

Participation in the student judicial process is one such avenue. You may be call to serve on a "Review Board." If you are called, you have been selected at random from the entire CAS population. You are duty bound to attend the hearing date and participate to the fullest of your ability. You will have outlined for you the duties which you are to perform. If there are no violations to review on the date of your panel, you are dismissed from service until the following semester.

Failure to attend and participate in a "Review Panel" is considered a Honor Code Violation. Students refusing to serve will be fined $50.00 and required to meet with the Dean of Students for sanctions.

CJB Executive Panel is made up of the three elected executive to CJB, one faculty representative and one student development appointed administrator.

Administrative Hear Boards are convened by the Dean of Students and consist of the President of CJB, the President of Honor Council, the President of the Student Government Association, the faculty advisors to CJB and Honor Council, two additional faculty and presided over by the vice-president of Academic Affairs.

All community Honor Code violations will be presented to the CJB Executive Panel. If the violation is simple in nature and does not include the misuse of alcohol, CJB Executive Panel will review the alleged violation and assign sanctions as necessary.

If the violation is found to include the use of alcohol, is a serious infraction, or involves a student who has been reviewed for policy infractions before, the alleged violation will be sent to full "Peer Review."

In the case of very serious infractions, (such as rape), where a student may have special needs for privacy, the student can request an Administrative Hearing.

Honor Council is made up of three executive officers, elected representatives from each class, and two advisors (one faculty and one administrator). Honor Council will review any academic violation brought to its attention by faculty or students.

ALL STUDENTS ALLAGED TO HAVE VIOLATED A COMMUNITY OR ACADEMIC POLICY HAVE THE FOLLOWING RIGHTS:

- to receive written notice of the specific violation(s);
- to receive reasonable time to respond to the allegations;
- to receive timely notice of the date, time, and place of meeting, along with the opportunity to request a change in date and/or time in the event academic commitments.
- to have the opportunity to request an Administrative Hearing
- to have an advisor present during the review (not to include parents or lawyers)
- to have all procedures explained and given the opportunity to sign a process sheet
- to be present during questioning of individuals bringing charges
- to be able to question (within reason) any individuals bringing charges
- to be present when sanctions are assigned
- to receive in writing a follow-up letter with specific requirements and dates
- to appeal the findings of the panel or board on the following grounds

1. new evidence
2. breech of due process or discrimination
3. unduly harsh sanction

- to have sanctions of expulsion or suspension automatically appealed

c. Appeals Board Hearing

If a student has been found responsible for charges filed against him/her with either the Honor Council or Campus Judicial Board. The appeal must be in writing no later than 24 hours after the Hearing Board has adjourned. The appeal must be delivered to the Dean of Student Development in office 203 Jernigan Center. The Dean's office will convene an Appeals Board which will consist of the following:

- SGA President;
- Honor Council President;
- Campus Judicial Board President;
- Student Life Committee Representative;
- Vice President for Academic Affairs;
- Chairperson of the Faculty Administration Council; and
- Dean of Student Development.

5. SANCTIONS

The following sanctions may be levied in a disciplinary hearing:

a. **No Violation**: the student is found not responsible for the violation in question. No action is taken.

b. **Verbal Warning:** the student is found responsible for the violation in question. He or she is required to speak with the director of residence life or other appro-

priate administrator to review the policy in question and discuss the impact the violation has had on the community.

c. **Written Reprimand:** the student is found responsible for the violation in question. He or she will receive a formal letter of reprimand that becomes a part of the student's disciplinary record. The policy violated is clarified, and the impact of the behavior is discussed.

d. **Community Probation:** a specific period of observation and review, not to exceed six weeks, will be initiated. The student may continue to live in the residence halls and represent the college, however, specific restrictions may be placed on the student (e.g. loss of visitation privileges, loss of stereo, etc.). The student is notified in writing that his/her behavior was unacceptable. Future violations of College or community standards are likely to result in eviction from housing.

e. **Disciplinary Probation:** a specific period of observation and review more than six weeks in length. The student may not participate in certain events sponsored by the College or represent the College in any fashion. Future violations of College or community standards will likely result in eviction from housing or expulsion from the college.

f. **Removal From Campus Housing:** the student must vacate his/her room and is ineligible to live on campus for a specific period. Upon eviction, residents lose all on-campus housing rights previously granted through the lottery room selection process. Notification will be made in writing and the student granted 24 hours to complete the move. Should the student's continued presence in the residence hall pose a serious and substantial threat to the community, he or she may be

required to move immediately. Students removed from housing are not entitled to any refund of room charge.

g. **Definite Suspension:** the student will be suspended from the college for a prescribed amount of time. During this period the student is not allowed to attend class or social functions of the college, live/visit the residence halls, or be on campus property for any reason.

h. **Expulsion/Indefinite Suspension:** the student is formally removed from the college and his/her relationship with the institution is terminated.

Educational Sanctions Include:

a. **Campus Service:** a number of community service hours, not to exceed 30, are prescribed to compensate for impact of a violation on the campus community.

b. **Counseling:** a requirement to meet with the Counseling Center on campus, or a private agency in the community is assigned. The student must then follow the course of action prescribed by the counselor.

c. **Administrative Room Change:** in the event that an individual is unable to function positively within a community on campus, it may become necessary to move the individual to another area on campus. The privilege of moving at the student's discretion is revoked.

d. **Restitution For Loss, Damage, or Service Cost:** the student is assessed monetary charges in an amount not to exceed the damage, loss, or cost of services incurred.

e. **Behavior Contract:** an agreement will be reached specifying particular behavior required of an individual involved in a policy violation.

f. **Fines:** students may have monetary fines levied for policy violations. Fines may not exceed $50.00 per violation.

6. FREEDOM OF INQUIRY AND EXPRESSION

Individuals and organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. You are free to support, by orderly means, causes which do not disrupt the regular and essential operations of the college.

It is understood that in public expressions or demonstrations, you speak only for yourself. Recognized student organizations are allowed to invite and hear any person of their own choosing in a closed meeting of their organization. If nonmembers of the organization are to be admitted, and in the case of the Student Government Association whose membership is the student body, prior approval of speakers will be required from the Vice President for Academic Affairs for academic clubs and the Dean of Students for other clubs. Speakers are free to express any view; however, committees and organizations which invite speakers to appear on campus must exercise discretion and take every precaution not to invite speakers who advocate action unacceptable to the academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or by the institution. Student organizations are responsible for the orderly scheduling of facilities and for conducting the occasion in a manner appropriate to the academic community. If contracts with the college are required for speakers or guests, they must be reviewed by the office of the Dean of Students and the office of Student Activities.

CHAPTER VI
SAFETY ON CAMPUS

CONTENT

1. Automobiles on Campus
2. Bicycles
3. Electrical Appliances
4. Fire Safety
5. Other Safety-Related Policies
6. Personal Safety
7. Rape and Sexual Assault
8. Sexual Harassment/ General Harassment
9. Residence Hall Safety Inspections
10. Right of Entry
11. The Department of Campus Police
12. Weather Safety

1. AUTOMOBILES ON CAMPUS

All students at Queens are allowed to bring cars to campus. Cars must be registered with Campus Police, located on the first floor of Stultz Building. There is no registration fee. Each registered automobile is issued a parking permit which must be affixed to the left rear bumper of the vehicle or to the lower left corner of the rear windshield. A vehicle is not considered registered until the sticker permit is displayed on the vehicle. Parking on campus is limited. Each parking permit indicates the zone or area in which that vehicle is authorized to park. Parking in unauthorized zones will result in a parking fine. A vehicle that receives ten parking violations will be towed at the owner's expense.

A parking appeals review is available to anyone who wishes to appeal a parking ticket. Students are responsible for their visitors and will be held responsible for citations

issued to vehicles traced to direct family members or guests.

2. BICYCLES

If you bring a bicycle to campus, be sure to bring a high security lock such as "Kryptonite" or "Citadel" to keep it secure. Bicycles may not be stored in halls, stairwells, or common areas of the residence halls. Bicycles in these areas are unsightly and present a potential obstacle during any evacuation of a building.

Bicycle racks are located in front of Albright and Harris Halls and beside Wallace Hall. Bicycles that are stored in the residence halls will be removed by the College without notice to the student. Bicycles must be registered with Campus Police and engraved for your protection against theft.

3. ELECTRICAL APPLIANCES

We realize that you will not be eating all your meals in the dining hall or snack bar and that you will cook some light meals in your room. For fire safety reasons, cooking is only permitted with a microwave oven. The following appliances are also allowed in a residence hall room: coffee pots, hot-air popcorn poppers, electric curlers, hair dryers, stereos, computers, televisions, refrigerators (up to 3.5 cubic feet), and fans.

The following appliances are NOT approved for use in the residence hall rooms: electric ovens, hot plates, toasters, toaster ovens, sunlamps, irons, and ceiling fans. These items are not allowed for reasons of electrical capacity of the buildings and/or potential fire hazards.

Regular extension cords are not permitted. You are only

permitted to use power strips with surge protection. Fire and surge damage may occur in stereos, computers, televisions and other appliances if they are not protected by these devices.

4. FIRE SAFETY

Policies. In order to minimize the risk associated with fire in a community living environment, students demonstrating any of the following behaviors will be subject to disciplinary actions.

- Falsely reporting fire or any other emergency (including bomb threats), falsely reporting a serious injury and pulling a fire alarm when no fire is evident.
- Setting a fire.
- Possession or use of flammable or highly combustible materials.
- Tampering with or misusing (either accidental or intentional) fire/safety equipment including: fire extinguishers, sprinklers, exit signs, fire pull stations, fire alarm system or smoke detectors. **DO NOT HANDLE SMOKE DETECTORS.** If you perceive a problem contact an RA or RC immediately.
- Possession, use, or manufacture of fireworks or explosives.
- Use of unauthorized appliance.
- Burning of open flame (sterno, candles, lanterns).

- Failure to leave building when hearing a fire alarm or when being so directed by a College staff member.

Extinguishers and Pull Stations. Fire extinguishers and fire alarm pull stations are located on each floor. Be sure that you know their location in case fire occurs. For your own safety, do not tamper with them, as this could jeopardize their availability and operation in the event of a fire. Report anyone who engages in such activity to your RA or Campus Police.

Drills. To help you become familiar with fire procedures, drills will be held in each residence hall during the semester. Be sure to leave the building whenever the alarm sounds. Do not assume that it is a drill. Your RA will review evacuation procedures during your floor meetings. If you have questions or concerns, please address them to your RA.

Failure to leave a building during a fire drill is a serious violation of the Honor Code and a crime in the city of Charlotte. IF you are found in a building during an alarm you will be fined $50.00 and reported to CJB. If the Charlotte Fire Department issues the ticket, it can be as high as $500.00. A simple visitation violation is not as serious - LEAVE THE BUILDING!

Programs. The office of residence life, in cooperation with the department of campus police, offers programs on fire prevention and fire safety. You are encouraged to attend such a program, when it is scheduled in your hall.

5. OTHER SAFETY RELATED POLICIES

Due to the potential danger to lives and property, and out of consideration for the rights and privacy of others, students demonstrating any of the following behaviors will be subject to disciplinary action:

- Throwing, dropping or ejecting any object from a window, balcony, stairwell or roof. You will be held responsible for any such object originating from your assigned rooms.

- Unauthorized entry into any restricted, locked, or closed residence hall space, basement or roof top, or entry into a hall when residence hall is closed for scheduled college breaks.

- Unauthorized duplicating, lending, or borrowing of room keys or access card.

- Failure to provide proper identification when requested to do so by college officials acting in the performance of their duties.

- Interfering or tampering with residence hall security systems.

- Riding skateboards, in-line skates, bikes or other like modes of transportation or throwing any object in the residence halls.

- Engaging in sports (e.g. golf, lacrosse, soccer, hockey, etc.) within the residence hall.

A safe and secure living community for residents is important. Any action on the part of a resident that threatens the safety or security of another resident or his/her property will result in disciplinary action. Potentially dangerous actions include, but are not limited to, providing or allowing entry to non-residents or unauthorized individuals, propping locked doors, lending keys to non-residents, accessing student rooms other than one's own, taking another's property, tampering with locks, and/or removing screens from windows.

Throwing any object from windows is a danger to students outside the building and therefore is prohibited. Hanging outside or climbing from windows is also prohibited. Screens must remain in the window at all times. Missing screen will result in a charge of $25.00 per screen replacement.

6. PERSONAL SAFETY

Residence Hall Students. A college community, like any other community, experiences accidents, crime, and injuries. No barrier exists around a college to protect the campus, including residence halls, from the same types of dangers existing in the surrounding city and county. Absolute safety cannot be guaranteed to anyone, including residence hall students. However, there are steps that each person can take to protect them self and others. Attend programs on safety. Get to know the police officers on campus and use them as a resource. But most importantly, safety comes when you use your common sense.

In an attempt to maintain secure residence halls, the office of residence life has established certain policies and procedures. However, these measures are successful only when everyone works together, follows them, and enforces them. Creating a safer residence hall and college community requires your active participation. Ultimately, your safety depends on you.

Safety Steps. Here are several simple steps which you can take to help protect yourself, your valuables, and your friends:

- Lock your door whenever you leave your room or go to sleep.

- Do not prop open or tamper with the locks on hall entrances or room doors. Do not let strangers into the building.

- Protect your property by engraving it with your name, driver's license number and state abbreviation. Engravers are available from the Department of Campus Police or your residence hall staff.

- Report any safety concern to your residence hall staff. Do not walk alone, take advantage of the escort service.

7. RAPE AND SEXUAL ASSAULT

Rape is a general term often used to refer to any sexual act against your will or without your consent. North Carolina law refers to sexual intercourse without your consent or against your will as "rape." Any other sexual act against your will is a "sexual offense." Sexual offense carries the same penalties as rape.

About half of all rapes and sexual assaults are committed by someone known to the victim. Of those, over 80% involve the misuse of alcohol. Many of these are termed "date rape," where the victim is coerced into unwanted sexual activity. Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn't make it any less a rape. If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "NO!" do whatever is necessary to get the point across. If you are going out on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home by myself? Will other people be around?

Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

If you are raped or sexually assaulted, here are some contacts to help you help yourself:

- The Office of Student Development: 337-2227
- The Counseling Center: 337-2556
- The Office of Residence Life: 337-2455
- The Chaplain: 337-2291 or 337-2304
- Your RC or RA

- Seek medical attention (even if there are no injuries). Call one the local hospitals: Carolinas Medical Center — 355-2000; Presbyterian Hospital — 384-4000; or Mercy Hospital — 379-5000.

- Call Campus Police at 337-2306 if the incident occurred off campus; they will have someone come get you.

- Contact the rape crisis center (24 hour counseling and support for victims of sexual assault): 375-9900

- You can seek support any time from the following campus resources: The Counseling Center: 337-2556

8. SEXUAL HARASSMENT/GENERAL HARASSMENT

Queens College seeks to maintain a learning and work environment free from harassment, sexual or otherwise. Any type of harassment is a barrier to the purpose of the College and thus is unacceptable.

Determining what constitutes harassment will depend on the particular circumstances, but certain basic definitions apply. Harassment comprises any offensive, unwelcome

comments, advances or requests which have the affect of creating an intimidating, hostile, or offensive learning or working environment.

The College has established complaint procedures for harassment involving staff, faculty or students. A student with concerns or a grievance should seek help from the Dean of Students Office found on second floor Jernigan Center.

9. RESIDENCE HALL SAFETY INSPECTIONS

The department of Campus Police with the office of residence life will conduct periodic inspections throughout the year in the residence halls.

The inspections will include a check of areas such as:

a. electrical, heating and cooling appliances;
b. combustibles;
c. housekeeping, health hazards and pest control; and
d. wooden structures and lofts.

Please read the handbook carefully for items which are not allowed for use in the residence halls.

Inspectors entering your room will leave notification of the inspection. Violations are to be corrected within a 24 hour period. Follow-up inspections will be conducted to determine if the correct action has been taken. Failure to correct safety violations will result in disciplinary action.

10. RIGHT OF ENTRY

Only in extreme circumstances staff members have the right of access to student rooms in the performance of their duties, including general inspections. Staff members who need to enter a room will knock and identify themselves.

If there is no response, or if the door is not opened, a pass key will be used and the room will be entered. Contraband items (those prohibited by policy of the college or North Carolina state law) in clear view may be confiscated by the staff member and used for disciplinary purposes. Whenever possible, students will be notified in advance; however, there may be entries without notice. A student's request for repairs automatically constitutes authorization for entry.

A search may be conducted by an authorized staff member if there is probable cause to believe that a violation of federal, state, or local laws, or college policy has occurred or is taking place. Reasonable efforts will be made to have the individual present when the room is being searched. A member of the student development staff will always be present during a search. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

11. CAMPUS POLICE

Campus Police officers are North Carolina certified police officers who patrol the campus 24 hours a day and are on duty all year (including holidays). The Campus Police Department was established to maintain a safe environment for the college community through police, security, safety and traffic service. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

Escort Service. Persons may call ext. 2306 or come by the Campus Police office to request an escort either to or from the parking lots, residence halls or academic buildings. This service is available 24 hours a day.

12. WEATHER CONDITIONS

Although Charlotte is not known for bad weather, there are times when hurricanes and tornadoes have moved through the area. In these cases, it is important that you know what to do for the protection of your health and property.

If the approach of dangerous conditions is reported, the residence hall staff will be made aware by the department of Campus Police. At that time, the RA's will inform students of the building evacuation procedures and/or other safety procedures. It is expected that students will follow the directions given to them by college officials during dangerous weather.

CHAPTER VII
CAMPUS SERVICE

CONTENT

1. Banking Services
2. Bookstore
3. Campus Police
4. Office of Internship & Career Center
5. Computing Services Center
6. Counseling Center
7. Emergency Loan Fund
8. Financial Aid
9. Food Services
10. Identification Cards
11. Insurance
12. International Experience Program Office
13. Library
14. Media Center
15. Medical Services
16. Post Office
17. Residence Life
18. Trexler College Center

COLLEGE SERVICES AND RESOURCES

The college is actually a small community with many of the resources and services of a hometown. Following is a description of the major services Queens College provides:

1. BANKING SERVICES

Student Bank: Located on the first floor of Jernigan, the Student Bank is open for you to cash checks Monday through Friday, 11:30 a.m.-1:30 p.m., during the academic year. During summer school, and when school is not in session, the bank is open on an abbreviated schedule each day.

Local Banks: We encourage students to have a checking account in a local bank in order to establish credit and learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. NationsBank, First Union and Wachovia representatives come to the Queens campus during orientation week to describe their services and to open accounts. All have numerous branches throughout Charlotte and the state of North Carolina -- including branches within a few blocks of the campus.

You may cash personal checks, payroll checks, money orders or checks made payable to you by your parents, spouse or other Queens College students, not to exceed $200 in total. Checks totaling over $200 may be cashed provided the cashier is notified before 2 p.m. the day before.

Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will be charged a $20 return check fee and will have their check-cashing privileges suspended for a minimum of one month's time and until the amount of the check is paid in full. The cashier reserves the right to refuse to cash any check. Please note that you must present a valid Queens College photo I.D. when cashing a check in the Student Bank.

2. BOOKSTORE

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition, there are health and beauty supplies, greeting cards, small electronics, house wares, snacks, beverages, and Queens clothing and souvenirs. Students are able make incidental charge to their student account at the bookstore.

3. CAMPUS POLICE

Campus Police officers are North Carolina certified police officers who patrol the campus 24 hours a day and are on duty all year (including holidays). The Campus Police Department, located on the first floor of the Stultz Building, was established to maintain a safe environment for the college community through police, security, safety, and traffic services. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

Escort Service: You are encouraged to call ext. 2306 or come by the Campus Police Department to request an escort to or from the parking lots, residence halls, or academic buildings. This service is available 24 hours a day. **Emergency Telephones**: Telephones are located in each of the parking areas on campus in the yellow boxes marked "phone." These should be used only if you need assistance from Campus Police.

4. OFFICE of INTERNSHIPS & CAREER PROGRAMS

Located in Blair House, the Office of Internships & Career Programs serves students throughout their undergraduate years to encourage maximum career development benefits. Students may begin a comprehensive four-year program of career exploration, self-assessment, work experience through internships and summer jobs, job search training, and guidance about graduate schools. Career testing, individual and group counseling, alumni career information, seminars, career fairs, career software, and a career resource library are among the diverse services provided free to College of Arts and Sciences students and alumni.

The College has a unique two-semester internship pro-

gram which offers students the opportunities to explore careers, gain work experience, learn marketable skills, and develop professional contacts. Currently, the internship program is an academic course requiring all CAS students to complete 6 credit hours in their junior year. Students may elect to enroll during their senior year, however, preparation for the two-semester internship begins the sophomore year.

A Four Year Guide to Co-Curricular Options Designed to Enhance Your Lifework Goals

First Year:

- Take the Career Exploration Inventory and FOCUS II computerized guidance program to assess your career interests
- Explore the Office of Internships & Career Programs web site and links
- Initiate conversations with faculty members, administrators, counselors, and peers to learn about a cross section of the Queens community
- Select and participate in on-campus co-curricular activities which will enhance your skills and abilities
- Explore a variety of subjects through introductory courses
- Use part-time work experience to identify work-related values and explore interests
- Investigate ideas for a summer job or internship

Second Year:

- Seek out interesting and useful learning and work opportunities
- Examine study abroad options
- Complete process to select your junior year internship
- Talk with others about your particular interests and tying those to an academic major

- Find an organization to perform public service
- Get involved in extra-curricular activities to develop leadership, management, and team-building skills
- Enroll in mini-courses to enhance your computer skills
- Keep an accurate record of your jobs and experiences

Third Year:

- Buy a personal copy of *What Color is Your Parachute?* by Richard Bolles
- Complete the two-semester internship
- Utilize print and electronic sources to learn more about career fields, jobs, and availability of employment
- Examine graduate and professional school catalogs
- Conduct informational interviews with people who have first hand experience in your career field
- Identify professional associations related to your career interests and write them for additional information
- Update your resume with your internship experience
- Volunteer for campus committee responsibilities in your areas of interest

Fourth Year:

- Attend the Senior Meeting
- Visit a career counselor in early fall to discuss your goals and develop a plan to get the opportunity you want after graduation
- Hold a significant position of leadership on a campus committee or organization
- Sign up early for graduate and professional school testing
- Mail graduate and professional school applications in the fall
- Attend workshops on all areas of the job search

- Prepare final draft of your resume
- Schedule a practice interview with Internships & Career Programs
- Conduct in-depth research on potential employers
- Join professional and trade associations related to your major or career choice
- Investigate service organizations and opportunities to take "a productive year off" after graduation

5. COMPUTING SERVICES

Computing services for both academic and administrative users are coordinated by the staff of the Computing Services Center, located in the basement of Walker Science Building. The Computing Services Center houses the IBM AS/400 central processor and control center for the college's integrated administrative software system and high capacity fiber optic network. This center and network provide distributed computing capabilities to all administrative offices of the college, support for the college's admissions telecounseling center and library's automated operations, as well as access to the Internet for faculty, students, administrators and staff. Faculty members, administrators and staff also have access to individual personal computers with software appropriate to their needs. Student access to computers on campus is provided through the facilities described below.

The **Dickson Microcomputer Lab** is located in the basement of the Walker Science Building, adjacent to the Computing Services Center. This lab has 20 IBM-compatible 386/486 level personal computers with color monitors. Each PC has network access to the Internet and student E-mail accounts. Software available in the center includes

both DOS and Windows operating systems and related application software including DOS Wordperfect and Windows Word, Excel, and MS Works. The lab also includes a mixture of dot matrix and deskjet printers. The lab is used to support academic courses and serves as a resource for faculty and students. The lab is staffed during primary usage times each day and is open on request 24 hours per day when classes are in session.

The **GE Computer Service PC Teaching Lab** is located on the third floor of the Dana Building. This lab is used exclusively for classroom teaching and is equipped with 20 386/486 PCs with color monitors and deskjet printers. Each PC is equipped to run the Windows operating system and has Microsoft's Office Pro suite of application software available.

The **Science Computing Lab** and **Chemistry Computing Lab** are located in the Walker Science Building. This Science lab is used by science and mathematics classes and is equipped with one Pentium and five 386/486 PCs running science and math application and modeling software. The Chemistry lab has one 486 PC used for chemical modeling.

The **Writing Lab** is located in the McEwen Building. This lab has four 386/486 PCs equipped with word processing software and printers and is used to enhance student writing skills.

The **Psychology Lab** is located in the McEwen building. This lab has a combination of Apple Macintosh and IBM compatible PCs, including a 486 PC with SPSS statistical analysis software.

The **Curriculum Resource Center** and **Media Center** are located in Everett Library. They have a combination of

386/486 and Apple Macintosh PCs with specialized education software, word processing software, printers and access to the Internet through the campus network. PCs are available for instructional use in certain classrooms and PCs and printers are also available for student use in each residence hall.

6. COUNSELING CENTER

Queens has professional counselors on staff who are available to you for personal counseling services. The Counseling Center is located in the Health Center building. Appointments may be made by calling 337-2556. Counseling services are confidential. Students are also welcome to drop into the Center to get information, or make appointments.

On Campus Services: The Counseling Center offers individual and group counseling. There is no fee for short term therapy (approximately 10 sessions.) Educational and prevention programming, the resource library, and sponsorship of the Peer Educators are provided through the "Rex Appeals" component of the Center. Some of Queens' counseling support services are listed in the resource directory in the appendix of this Student Handbook.

Student Development staff members, including RCs and RAs, are given some training on helping and making referrals. These individuals can be a first step to students seeking help or support.

Off-Campus Services: Referrals to off-campus psychologists, psychiatrists, support groups, and/or specialist may be made when necessary or requested. The cost of all off-campus services is the responsibility of the individual student. Students may call the Counseling Center

for anonymous referrals. Some of the counseling support services in the Charlotte area are listed in the resource directory of the handbook.

Queens is dedicated to students' having positive learning experiences, without any jeopardy to their ongoing mental well-being. If a student demonstrates that he/she is potentially harmful to himself/herself or to others, the student will be required to undergo a psychiatric evaluation. Personnel in the college counseling center are available to advise the student and his/her family on a suitable plan for assessment and treatment. The student may be given a medical withdrawal (six-month minimum) from the institution, dependent upon the outcome and recommendations of the evaluation. Counseling Center and Student Development personnel are responsible for assessing the student's readiness to return to campus after review of treatment summary and follow up recommendations.

7. EMERGENCY LOAN FUND

A short-term emergency loan fund is available for distribution to students by the Office of Student Development in 203 Jernigan. These interest-free loans, which usually range between $25 and $100, are made to students who first have exhausted all other forms of financial assistance. If a loan is not repaid on the date specified by the student, the amount will be automatically charged to the student's account, and he/she becomes ineligible for another emergency loan for one year. No more than one emergency loan will be granted per semester.

8. FINANCIAL AID

Queens provides several types of financial aid through federal, state and private sources. If you are interested in

investigating sources of financial aid, you should make an appointment with a financial aid officer in 102 Burwell.

Since most funds are awarded on the basis of financial need, you (and your parents) are required to submit detailed financial information before your eligibility can be determined. You must be enrolled at least half-time in order to apply for aid. Applications and financial aid data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. You must reapply for aid annually and must show continued satisfactory academic progress to continue to receive financial aid.

9. FOOD SERVICES

Resident Dining: Morrison Dining Hall is operated for the college by the Marriott Corporation. The dining hall features a variety of food offered in a self service buffet style.

Meal Plan: All resident students are required to purchase a meal plan in the college dining room. Types and costs of available meal plans are outlined in the dining services brochure. During registration of each new term, you select and pay for the meal plan of your choice. The choice of meal plans can only be made at the beginning of each new term.

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Dining Service Director. The director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

Student Involvement: The dining service programs are tailored to meet the requirements of the students. Student involvement in menu planning, services offered, and special events determine the operation of the dining program. Students are actively encouraged to participate in managing our dining program though membership on our Board of Directors The Board establishes the goals and operational guidelines for our services. Applications for Board membership may be obtained at the dining services office.

Rex Cafe: An upscale fast food restaurant is located in the Trexler College Center. Featured foods include grilled chicken, hamburgers, pizza, salads, freshly baked cookies and pastries, and fruit plates. Late night weekend menus feature appetizer and beverage specials. The Cafe will also be the site of entertainment sponsored by College Union and other student groups. Meal plan participants have the option to use their meal cards in the Cafe.

Café Rex is open Monday - Friday, 9:00 am - 2:00 PM and 5:00 PM - 11: 00 PM, Saturday and Sunday, 6:00 PM - 11:00 PM.

The Dining Hall is open:

Breakfast:	Mon.-Fri.,	7:30 AM - 10:00 AM
	Sat.-Sun.,	10:00 AM - 1:00 PM
Lunch:	Mon.-Fri.,	11:15 AM- 1:30 PM
Dinner:	Mon.-Thurs.,	5:00 PM - 7:00 PM
	Fri.-Sun.,	5:00 PM - 6:00 PM

10. IDENTIFICATION (ID) CARDS

You are issued an ID card by Campus Police when you first enroll at Queens. It serves as a meal card and is your

official college identification which should be carried at all times. The card should be presented upon request of any college official. Loss of an ID card should be promptly reported. Replacement cards are issued for $5.

Identification cards and residence hall access cards are non-transferable. Misuse of any form of student identification will be subject to penalty. Replacement cost for access cards (lost or broken) is $10.

11. INSURANCE

The college provides accident insurance for each full-time student, and the cost of the premium is included in the comprehensive fee. The college requires proof of health insurance for each full-time student.

A health insurance plan which covers specified visits to the physicians' offices, basic care through the medical clinic used by the college, and limited prescription drugs, is available through the college. It is optional for United States citizens and required of international resident students. Information regarding this plan is mailed to each student by the college Health Center. It is your responsibility to know what services are covered and to file insurance claims.

College insurance provides protection for college property. It does not cover your personal property. You and your parents should review your insurance plans to be sure that your personal belongings are covered.

12. INTERNATIONAL EXPERIENCE PROGRAM OFFICE

Located on the first floor of McEwen, the International Experience Program (IEP) office provides a variety of services for students.

Study Abroad: In addition to overseeing the international experience study tours, the IEP office houses information about other international educational opportunities, such as a year, semester, or summer abroad.

International Students: The IEP office aids international students with immigration forms, academic advising, and special opportunities in the Charlotte community. International students are invited to visit this office or the Office of Student Development for information or assistance.

13. LIBRARY

The staff of Everett Library is always available to help you use the collections. Please do not hesitate to ask for assistance.

Library Hours: Regular hours during the fall and spring term are Monday through Thursday 8 a.m. to midnight., Friday 8 a.m. to 5 p.m., Saturday 10 a.m. to 5 p.m., and Sunday 3 p.m. to midnight. Schedules for vacation periods, summer, and any other time college is not in session will be reduced, and those for exam periods will be extended. Changes in the schedule will be posted on the front doors of the library.

Collections: Everett Library houses a collection of more than120,000 books and bound periodicals, over 600 current periodicals and newspapers, and over 3,000 reels of microfilm. The library is also a selective depository for U.S. government documents. There are two photocopiers, two microform reader/printers, and several microfilm and microfiche readers. CD-ROM databases which index periodicals, newspapers, business sources are available for student use. The library will install an online catalog system in 1995.

Check-Out Materials: You must sign a registration card in order to check out materials, and the person who checks out the material is responsible for returning it to the library. Fines on overdue materials are $.25 per day, per item. You can avoid fines by renewing your materials at the library.

Reserve Materials: Many professors place required reading materials on reserve in Everett Library. In order to use reserve materials you must leave your ID or drivers license at the desk. Reserve materials may not leave the building.

Interlibrary Loan (ILL): You may request materials not available in the library for class assignments. ILL request forms are available at the circulation desk. ILL requests generally take two to three weeks to fill. Any ILL expenses are charged to you. For more information, contact the Reference Services Librarian at ext. 2347.

Study Rooms: There are three group study rooms in the basement of the library which may be reserved for your use.

Computers: The Computer Center has a PC lab in the basement of the library. For assistance in the lab, you should contact the Computer Center.

Smoking, food, and drink are not allowed in the building.

14. MEDIA CENTER

Located in the basement of Everett Library, the Media Center houses audiovisual equipment, production equipment, and the library's audiovisual materials, which must be viewed within the library.

15. MEDICAL SERVICES

The Irwin-McKay Health Center is open daily 8 a.m. to 4 p.m., Monday through Friday. A registered nurse is on staff to care for the routine medical needs of students, and a physician is on campus twice weekly to see students.

NalleCare, an urgent care facility operated by the Nalle Clinic, is located within 15 minutes from campus. This clinic will treat students during its scheduled hours (8:30 a.m. until 9:00 p.m., seven days per week) based on the recommendation of the medical supervisor or the physician on call. The campus is also within a few miles of two major hospitals. A student who requires hospitalization will be admitted to the service of the physician who supervises the campus health center or to the physician on call.

On-Campus Services: All full-time students who pay the comprehensive fee receive services in the Health Center and are charged only for special supplies, equipment or required lab work.

You are encouraged to make appointments whenever possible prior to visiting the Health Center. Students with appointments will be seen prior to those who walk in without an appointment, except in emergency situations.

Based on the nurse's evaluation of your needs, you may be:

- Treated for routine medical care by the college nurse;
- Referred to the campus physician during the next on-campus hours;
- Referred to the campus physician for treatment in his private practice;
- Referred to NalleCare; or
- Referred to the hospital.

Off-Campus Services: If you need specialized medical treatment you will be referred to a local physician. The costs of treatments and prescriptions are the your responsibility. Students are urged to consult with their family before a he/she undertakes any major treatment. The Health Center nurse will help you make appointments with local physicians and dentists. You must provide your own transportation to the doctor's office.

Hospital or emergency room charges are billed to you at your college address. It is your responsibility to cover any off-campus medical charges and to file all insurance claims directly with the insurance company.

Health Form: All resident students must have a health form on file. All commuters who plan to use the campus health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

Immunization: North Carolina state law requires that any student who does not present physician-validated immunization information must be immunized during the initial 30 days of the semester. NON-COMPLIANCE REQUIRES DISMISSAL FROM THE COLLEGE.

16. POST OFFICE

The Queens College Post Office is located on the ground floor of the Trexler Center. The Post Office offers all regular postal services with the exception of money orders and outgoing C.O.D. mail. All students are assigned a campus mailbox. New students receive notification of their campus mailbox number and combination in the fall and will retain the same number each year. The Post Office is open Mon.-Fri., 9:00 AM - 4:30 PM.

Please note that in order to eliminate delays in receiving mail it is important to address incoming mail as follows:

MSC# (campus mailbox number)
Attention: (your name)
Queens College
1900 Selwyn Avenue
Charlotte, NC 28274

17. RESIDENCE LIFE

On campus living at Queens offers you the opportunity for growth through involvement in the residential community. The residence halls are more than just a place to live, they are an important aspect of student life. Each residence hall is designed to be a community in itself -- a home away from home in which you should find a place to relax, a group of good friends, a center of activity, and a system of support. The overall atmosphere of each residence hall will be the by-product of the residents and residence hall staff who live there.

Traditional-age students who are candidates for an undergraduate degree must live in a residence hall unless they are residing with a parent or guardian, married, or given special permission for other residence by the Director of Residence Life in 204 Jernigan.

The Student Development Office staff, RCs and RAs are excellent resources regarding campus life. The RCs and RAs live in the residence halls. They are there to meet your needs and to assist in making the experience in the residence halls a positive one. Residence hall regulations are designed to facilitate community living and to ensure safety and privacy for all residents. All Queens students (resident and non-resident) and their guests on campus are expected to abide by these policies and guidelines.

Violations of guidelines and policies will be handled by the Student Development staff or through the college judicial process as described previously in this handbook.

18. TREXLER COLLEGE CENTER

Trexler Center construction was completed in the late summer of 1993, making it the newest facility on the Queens campus. The center — site of College Union functions and other campus events — features the following:

- Game room and large screen television;
- Belk Dining Room with seating capacity of 50;
- Cafe Rex; and the
- Student Activities Office.

CHAPTER VIII
STUDENT LIFE AT QUEENS

CONTENT

1. Religious Life
2. Athletics
3. Student Activities, Clubs & Organizations
4. Student Government Association
5. Honorary Organizations
6. Honorary Organizations

1. RELIGIOUS LIFE

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. You are given the opportunity to develop or strengthen your own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations, and in weekly campus chapel services.

Belk Chapel on the college campus is open to you at all times. There is a chaplain on the college staff, and chapel services are held weekly and on special weekends during the school year.

Queens encourages its students to attend places of worship in Charlotte, many which actively seek participation by college students. Listed below are the closest places of worship for various denominations; many are located within walking distance of Queens.

Baptist
Myers Park Baptist
1900 Queens Road East
334-7232

Catholic
St. Patrick's Cathedral
1621 Dilworth Road,

334-2283

Church of Christ
Church of Christ
4900 Providence Road
364-0748

Episcopal
Christ Church
1412 Providence Road
333-0378

Greek Orthodox
Greek Orthodox Cathedral V'Shalom
600 East Boulevard
334-4771

Jewish
Temple Beth El

919 Jefferson Drive
366-1948

Lutheran
St. Mark's Lutheran Methodist
1001 Queens Road
375-9185

Methodist
Myers Park United

1020 Providence Road
376-8584

Moravian
Little Church on the Lane rian
528 Moravian Lane
334-1381

Presbyterian
Myers Park Presbyte-

2501 Oxford Place
376-3695

2. ATHLETICS

Queens College is a member of the NCAA Division II. We are affiliated with the Carolinas/Virginia Athletic Conference, (CVAC), and offers intercollegiate competition in nine sports. The women's teams compete in volleyball, soccer, basketball, softball and tennis. The men compete in basketball, tennis, soccer, and golf. Men's and women's cross country will begin competition in Fall 1999.

All nine sports will have "try-outs," and anyone who wants to participate is encouraged to contact the athletic department as soon as possible when the school year begins.

Entrance to all home contests is free for students with a Queens ID.

An expanded intramural program continues this fall. Volleyball, basketball, tennis, weight-lifting, flag football, and more are scheduled. Contact the Intramural Director in Ovens Athletic Center for more information.

Club sport opportunities exist for students interested in sports not offered on a intercollegiate level. Contact the athletic department for more information.

Ovens Athletic Center is the home of the Queens Royals teams. It includes a gym, dance studio, weight room and swimming pool. There are six tennis courts, four of which are lighted. The Physical Education Department makes all facilities available on a regular basis through recreation nights and free swims.

Physical Education Department Staff:

Athletic Director and Men's Basketball Coach – Dale Layer
Women's Tennis Coach – Phyllis Pharr
Women's Volleyball Coach – Chrys Baker
Men's Tennis Coach – Charles Gordon
Men's Soccer Coach – Fred Norchi
Women's Soccer Coach – J.D. Kyzer
Women's Basketball Coach – Jeannie T. King
Men's Golf Coach –
Sports Information Director and Women's Softball Coach – Jeff Aumend
Athletic Department Secretary

3. STUDENT ACTIVITIES

Office of Student Activities and Orientation

The Office of Student Activities and Orientation focuses on the "total student" and provides educational, recreational, spiritual, social and cultural opportunities outside the classroom. We work with student leaders to plan and implement quality programs throughout the year. Queens is a small community; it is easy to get involved in all aspects of the college experience. Students are encouraged and supported in brainstorming ideas, promoting activities and bringing local and regional entertainers to campus. Last year, students planned over 150 events! Being involved allows you to:

Develop leadership and team building skills
Gain an appreciation for diversity
Build campus unity and community
Be involved and shape your Queens College experience
Bring new exciting ideas and activities to campus
Have Fun!

College Traditions

We are always thinking of new ways to have fun at Queens, but there are some things you can count on each year. Take a look at these annual traditions and events:

Duke Energy Discovery Day - Participate in a field day with elementary children from Myers Park Traditional School. Become involved by painting faces, tie-dying shirts, playing basketball, soccer or volleyball or making arts & crafts with them. This is a once a year play day when the "little kids" get to play with the "big kids" next door.

Chapel - Weekly worship service Thursday from 11:15-

11:45 a.m. Worship, open to the Queens community, is a simple service that often features the Gospel Choir, speakers from off-campus and time for sharing joys and concerns.

Activities Day - Members from various student clubs and organization set up tables in the Trexler College Center at the beginning of each fall and spring semester. This is your opportunity to learn more about what each club has to offer and how you can get involved and be a part of making a difference at Queens College.

Volunteer Fair - Various Charlotte human service agencies set up tables in the Trexler College Center. On this day you will learn more about these agencies and be able to sign-up to volunteer at one or more agencies on a one-time or on-going basis.

Family Weekend - Invite your parents and family to visit the campus and meet faculty, staff and friends.

Santa's Tree Trim - Bring an ornament and decorate the Christmas tree in the Trexler College Center. We invite a special population in the community to share in the festivities. Santa always makes an appearance.

Moravian Love Feast & Tree Lighting Ceremony - Celebrate the beginning of the Holiday Season with a Moravian fellowship service. Light candles and sing carols with the Queens and Charlotte communities.

Boars Head Banquet and Yule Log Ceremony - Enjoy a special dinner with friends while being entertained by fellow classmates. This medieval tradition includes performances by the Queens College Dance Troupe and Chamber Singers, as well as a surprise appearance from two of your favorite faculty or staff members dressed in medieval garb.

Casino Night - Put on your favorite formal attire and attend our annual casino party with live music and dancing. Try your luck at the casino tables and win big!

Midnight On Ice - Ice skate at a private party at Eastland Mall for Queens students on the night before Reading Day.

Room In the Inn - From January to March, the Queens community hosts six homeless people one night a week. Cook dinner, play games, spend the night or prepare breakfast are among the ways people get involved.

Homecoming Week - Come out and support the men's and women's basketball teams. Enjoy the after-game party with a DJ or local band.

Spring Carnival - Play carnival games and listen to bands outside on the Residence Hall Quad.

Exam Break Breakfast - Enjoy bacon and eggs cooked and served by your favorite professors the night before exams begin.

Queens College Ring Reception - During your junior and senior years, you are invited to purchase an official Queens College ring. Each student who participates receives his or her ring from the President of the college at a reception for the students and their special guests.

Also watch for blockbuster movies, lectures, coffeehouses, outdoor concerts, comedians and other programs brought to you by Student Activities. A calendar of events is printed each semester and an update is posted in the Trexler College Center every month.

Leadership Programs
Student Activities is dedicated to helping students develop

their leadership skills. You are invited to participate in the following Leadership Programs offered at Queens:

Emerging Leaders - Freshman students are invited to participate in a special program during the fall semester. The program is designed to help new students develop their leadership style; explore career and personal goals; introduce them to the City of Charlotte, volunteerism, history of Queens College and opportunities available to them.

Leadership Conference - Emerging and seasoned leaders are invited to explore leadership topics at an on-campus conference in January. Guest speakers from the City of Charlotte and other colleges and universities present on communication, diversity and management style.

Leadership Beach Retreat - Student leaders are given the opportunity to spend a weekend at Sunset Beach, North Carolina in April. Participate and explore issues of in leadership and team building with faculty and staff.

Student Organizations
Student organizations are a great way for you to get involved. As a member or officer you will develop leadership skills, meet new people and have lots of fun! Each organization is advised by a member of the Queens College administration, staff or faculty.

Below is a list and brief description of the current organizations at Queens. You will also have an opportunity to find out more about these organizations at Activities Day during the second week of school.

Please note that the letters after each description denote the following:
S - students are selected into the organization

E - students are elected into the organization
J - all students are welcome to join as members

Alpha Psi Omega - The largest dramatic honor society in the country began a chapter at Queens in 1994. Membership is based on points accrued by working in either the performing or technical aspects of theater. (S)

Baptist Student Union - BSU provides opportunities for students to plan and participate in spiritual growth experiences in the areas of worship, study, fellowship, witness, mission and social action. (J)

Beta Beta Beta - Tri Beta promotes interest in the biological sciences and keeps students aware of new developments in the field. Members bring guest speakers to campus and plan blood drives and plant sales. (S)

Campus Environmental Outreach Program - CEOP was started by a group of concerned freshmen in 1997. CEOP's environmental objective is to build a better, more aware and efficient campus. (J)

Campus Judicial Board - CJB representatives are elected each year and are responsible for investigating and acting on any alleged violations of the Honor Code's community pledge. (E)

College Union Board - CUB is responsible for planning the educational, recreational, spiritual, social and cultural activities on campus. Casino Night, Midnight On Ice and Spring Carnival are some of the events planned by CUB. (J)

Honor Council - Honor Council representatives are elected each year and are responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge. (E)

International Club - This club introduces foreign culture to Queens students and serves as an information source for current international students. Students plan International Week and attend an annual International Beach Retreat. (J)

Janusian Order - This is an honorary organization established at Queens in 1937. Students are selected from the sophomore class based on leadership, citizenship and scholarship exhibited during the freshman year. (S)

Justinian Society - Students learn about careers in law and prepare for law school through visiting law schools, practicing law exams and meeting with Charlotte lawyers. (J)

Mortar Board - Mortar Board is a national honor society. Queens recognizes seniors who have demonstrated outstanding scholarship and have made significant contributions as leaders. (S)

Music Therapy Club - This organization provides music therapy majors with community contacts and professional information and experiences. Members attend an annual conference. (J)

Phi Alpha Theta - This international honor society recognizes excellence in the study of history and encourages research and the exchange of learning among historians. Members sponsor special lecturers and panelists throughout the year. (S)

Psychology Club - The Psychology Club includes students with a psychology major or minor or just have an interest in human behavior or mental processes. The club discusses current topics in psychology and brings in guest speakers who specialize in areas of interest to the group. (J)

Queens Ambassadors - Ambassadors work closely with

the Admissions staff to help prospective students learn about Queens. Members host Open Houses for prospective students. (S)

Queens Chronicle - The student staff of the Chronicle designs and coordinates the production and distribution of the campus newspaper. The paper features editorials, entertainment and news. (J)

Queens College Association of Nursing Students - QCANS is committed to the development of professional nursing students. Members promote and encourage collaboration with state and national associations. (J)

Queens College Gospel Choir - The Gospel Choir began at Queens in spring of 1996. Members promote interest in gospel music and unity among the student body. The choir performs at special school events such as Martin Luther King, Jr. Celebration and Chapel Services. (J)

Queens College College Republicans - The College Republicans promote the principles of the Republican Party, recruit students to become members and aid in the election of Republican candidates at all levels of government. (J)

Queens College Dance Club - The Dance Club provides an outlet for students with an interest in dance. The club plans performances, events and special interest classes. (J)

Queens Friends of Lesbians and Gays - Q-FLAG strives to educate the Queens and Charlotte community about Gay and Lesbian issues. The club offers support to students. Members plan educational panels and Gay/Lesbian Awareness Week. (J)

Queens College Math Club - The Math Club provides a forum outside of the classroom for anyone with an interest

in mathematics to pursue that interest. (J)

Religious Groups - Westminster Fellowship, Campus Crusade and Episcopal Students are among various groups that at times offer opportunities to study and discuss the Bible, worship and pray, as well as gather for fellowship, encouragement and spiritual development among members. (J)

Senate - Senate representatives are elected each year by the student body and are responsible for handling legislative concerns and interests of the student body. Senate members also help plan Homecoming in the spring. (E)

Signet - Members develop, design, promote and distribute this campus literary magazine. Signet is published each spring. (J)

Students for Black Awareness - SBA members promote the African American heritage in the Queens community through guest speakers, community service projects, dances and other special events. (J)

Young Americans for Political Action - YAPA members raise political awareness on the Queens campus through panel discussions and debates. YAPA planned the Charlotte mayoral debate in fall 1995, student government debates and voter registration. (J)

Student leaders and organizations are recognized at the Student Organization Honors Program in April.

If you are interested in starting a club that does not exist at Queens you are encouraged to do so. Contact the director of student activities and orientation for more information.

Greek Life
Queens College has an active Greek system with five national sorority chapters and one national fraternity chapter. The Greek organizations plan a number of activities throughout the year such as Halloween Party, Spring Formals, Greek Games and mountain retreats. In addition, each Greek organization participates in community service projects to benefit organizations and events such as Ronald McDonald House, PUSH America, Shamrock Foundation, Hoop it Up, American Red Cross and MS Walk. Formal Rush is held in early fall and information about Greek activities will be made available to you at that time.

Alpha Delta Pi
Alpha Kappa Alpha, Sorority, Inc.
Chi Omega
Kappa Delta
Phi Mu
Pi Kappa Phi Fraternity
Panhellenic Association

Trexler College Center
Housing various student services, including the Bookstore, Post Office, Dining Hall, and Trexler Student Activities Office, Trexler College Center is one of the most comprehensive student areas on campus. Through weekly social, educational, and recreational programs, Trexler allows Queens students to experience campus-life outside the classroom. Whether it's hanging out with a group of friends, visiting the "Stress Free Zone," attending poetry readings, listening to local bands, signing up for intramurals, learning about volunteer opportunities, participating in game tournaments, singing along to favorite melodies at "Karaoke Night," enjoying snacks at Café Rex, or simply watching a weekly sitcom, you can always find something to do in Trexler!

Trexler Posting Policy

In an effort to provide students with easier and more effective ways to publicize events, news, and opportunities, the Office of Student Activities has created five specific bulletin boards in Trexler College Center. Each board will list announcements relevant to its title in the hopes that students will be better able to locate specific information. Please note the following guidelines when posting your announcements:

- Announcements must be stamped by the Program Coordinator in the Office of Student Activities. Announcements that have not been stamped will be removed.

- Announcements may be posted on <u>one</u> of five bulletin boards: **Campus News, Community and Special Events, Volunteer Opportunities, Commuter Information,** and **Services and Items Needed / Offered**.

- Announcements for the Health and Counseling Centers, the Office of Internships and Career Programs, CUB, Q-FLAG, Panhellenic Council, Phi Mu, Pi Kappa Phi, Kappa Delta, Alpha Delta Pi, and Chi Omega will be hung on each organization's own board, according to each one's own specifications, and will be updated monthly.

- Announcements may not be hung on windows, bare walls, columns, or doors. Any announcements found on such surfaces will be removed.

Volunteer Office

The Volunteer Office at Queens serves as a valuable

resource to all members of the campus community. Acting as a stepping stone and clearinghouse for both one-time and on-going volunteers, the Volunteer Office maintains as its first priority getting individuals connected to the community. From working with the elderly, tutoring, or assisting in hunger and homelessness relief projects to offering service to animal and environmental programs, volunteering provides enriching insight into diversity, cultural and economic differences, responsibility, and friendship; it is a great way to make a difference. We understand the rewards that a well-rounded education brings to a student, and we are dedicated to providing opportunities that expand imaginations, encourage student involvement, and promote leadership potentials. The Community Service Scholars Program, through the Chaplain's Office, also offers service opportunities.

Intramural Program

Created to further promote physical and emotional wellness, as well as campus community, the Intramural Program at Queens serves as one of the college's most recent extracurricular endeavors. Basketball, flag football, tennis, soccer, and softball name but a few of the possible sports that Queens students might find themselves competing in for the coveted title of a "Royal Champion." Week-long sessions and weekend tournaments, combined with a generous dose of competitive fun, make the Intramural Program at Queens a great way to foster friendships and create life-long patterns for healthy living.

Connection Charlotte

Recognizing the endless opportunities that the Charlotte area offers is sometimes a daunting task for the Queens student. We recognize this fact and, in an effort to promote co-curricular and extracurricular development, we have established "Connection Charlotte," a program

specifically dedicated to introducing students, faculty, and staff to the wonderful world of Charlotte, North Carolina. Steeped with rich traditions, an exciting devotion to the arts, various professional sports teams, and several renowned museums, Charlotte is a "Hornet's Nest" of activity just waiting to be explored! Through weekly "Connection Charlotte" events, the Office of Student Activities offers Queens students with opportunities to discover Broadway plays, area festivals, music concerts, guest lecturers, sports activities, museum exhibits, and countless other regional attractions.

Outdoor Adventure
Because we realize the importance of campus getaways for the Queens student, we offer a variety of programs promoting the Great Outdoors. Through monthly outdoor trips, Queens students can take a break from the sometimes hectic rush of college-life and enjoy an exciting and natural world of wonder, majesty, and FUN! And what better place to take advantage of the environment than North Carolina, a diverse region featuring mountains, coasts, and a heartland of opportunity? Choose from white-water rafting, camping, rock climbing, canoeing, biking, horseback riding, and various other recreational pastimes; nature is just waiting to be explored.

4. STUDENT GOVERNMENT ASSOCIATION

"The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of students' rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, pro-

gramming, and publications among the students in the Queens College of Arts and Sciences." - from the Student Government Association Constitution and By-Laws, Article II.

Senate -- Handles legislative concerns and interests of the student body:

Honor Council -- Responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge:

Campus Judicial Board -- Responsible for investigating and acting on any alleged violations of the Honor Code's community pledge:

College Union Board — Responsible for enhancing Queens community life through planning cultural, social, religious, and recreational events and activities:

Committees:

Billboard Committee
Cultural Events Committee
Film Committee
Lectures Committee
Publicity Committee
Recreation Committee
Religious Events Committee
Social Activities Committee
Special Events Committee
Technical Committee

Publications Board -- Responsible for promoting professionalism and interesting student publications:

Arete (yearbook)
Paw Print (newspaper)
Signet (literary magazine) -- to be elected in the fall

Queens College is the publisher/owner of these media and, as such, has the final responsibility for their operation. Authority to manage these media is delegated to the editors and the advisors, and they are charged with ensuring that the media operate in accordance with the policies and standards of the college and the ethics of the journalistic profession.

Faculty Committee Student Representatives -- Responsible for representing the interests and opinions of the student body on faculty committees. Representatives to all committees are appointed in the fall:

Athletics
Awards
Educational Policy and Curriculum
Honors
Library
Public Safety
Student Life
Student Qualifications
Teacher Education

7. HONORARY ORGANIZATIONS

The following organizations select their membership from students who have demonstrated keen interest and exceptional ability in specific academic areas:

Alpha Psi Omega
The largest dramatic honor society in the country, Alpha Psi Omega began a chapter at Queens in the spring of 1994. Membership is based on points accrued by working in either the performing or technical aspects of theater. Work may be done at Queens or in professional community theaters.

Beta Beta Beta
The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Delta Omicron
Omicron Lambda chapter of Delta Omicron, an international music fraternity, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Janusian Order
Janusian Order is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens.

Mortar Board
Mortar Board is a national honor society. Queens' — the 200th chapter — recognizes those students who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

Phi Alpha Theta
The Alpha Gamma Kappa chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange

of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Sigma Theta Tau
Mu Psi at large is a chapter of Sigma Theta Tau International, the Honor Society of Nursing founded in 1922. Students who have completed at least half the nursing major requirements and demonstrate superior academic achievement and leadership potential are invited to join.

Sigma Upsilon
Sigma Upsilon is an honorary fraternity for writers and was founded in 1906.

The Cakes and Ale Chapter at Queens was established in May, 1951.
Membership is based on creative literary ability, interest and active participation.

8. HONORS AND AWARDS

The college gives recognition to outstanding students by presenting them with the following honors and/or awards:

Dean's List -- Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incomplete in courses are not considered.

Marshals -- The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior, and sophomore classes.

Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official college events which include academic processions.

Who's Who Among Students in American Universities and Colleges -- Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future potential.

Algernon Sydney Sullivan Awards -- Queens is one of the few colleges that has the privilege of presenting two Sullivan Awards each year -- one to a graduating senior and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of health, mind, and conduct which evince a love for helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed above, there are numerous departmental awards given each spring at the Awards Convocation.

C10OGRAM

CONTENT

- **Class Behavior Policy**
- **Class Attendance Policy**

1. Academic Program
2. Academic Honors
3. Academic Probation
4. Final Grades
5. Midterm Grade Warning
6. Vacation Breaks
7. Access to Records
8. Responsibilities of College
9. Public Record
10. Confidential Record
11. Official Records
12. Academic Grievances

CLASS BEHAVIOR POLICY

In order to foster a positive learning environment, students are expected to behave and participate in class in a civil and respectful manner. A faculty member has the right and responsibility to remove any student from his or her class who, by the student's disruptive, demeaning, or discourteous behavior, impedes the class. When a student is removed from class, the faculty member will communicate the length of time of removal to that student.

- A student removed for one calendar week or less may not appeal the removal.

- A student removed for a period of time beyond one calendar week, including up to the balance of the semester, may appeal in writing to the Director of the College of Arts and Sciences within seven calendar days after being removed from class.

- Should the Director of the College of Arts and Sciences deem it appropriate, he or she may seek an informal resolution to the matter.

- Should the Director of the College of Arts and Sciences not seek an informal resolution, or should such informal resolution fail, the matter will be formally considered by a committee appointed by the Vice President of Academic Affairs consisting of two faculty members, (one of whom is a division chair or Core Program director of the class involved), and the Director of the College of Arts and Sciences.

- The committee will give a written recommendation to the Vice President for Academic Affairs who will make the final decision.

- A student may be subject to appropriate grade sanctions for work missed and absences during the time of removal from class.

- A student removed from class for the remainder of the semester because of their behavior will receive a failing grade for the course.

- A student removed from more than one class because of his or her behavior may also be suspended or expelled from the college.

CLASS ATTENDANCE POLICY

In general, students are expected to attend all class sessions. Specific policies are set for each course by individual faculty members and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course.

A faculty member will, if possible, allow a student to make up or complete academic assignments when the student misses class because of illness or for any other justifiable reason. Faculty members will, if possible, allow one additional absence beyond the number normally permitted to a student who misses class while representing the college at official college functions and will, if possible, allow a student to make up missed quizzes or make other arrangements for missed quizzes or tests. It is the students responsibly to notify the professor of such absences in advance and in writing. It is expected that a student will only other absences for legitimate purposes such as personal or family illness or crisis.

It is a violation of the honor code for a student to be untruthful about a class absence. Students are also honorbound to report and such suspected violations of the honor code.

The office of academic affairs, the office of student development, or the heath center may not excuse students from class absences. Those officials will, however, notify faculty members upon request when illness or grave circumstances beyond a student's control will necessitate a class absence.

1. ACADEMIC PROGRAM

Academic Advising

Every degree candidate at Queens is assigned a faculty advisor. Freshmen are advised by their Core Program professor. As your academic plans solidify, faculty advisors are assigned according to your academic interest.

Prior to registration for each term, you will meet individually with your faculty advisors to discuss course offerings,

to plan internships and/or honors projects, and to arrange course schedules.

There is a Coordinator of Academic Advising (Burwell Hall) who serves on the staff of the Vice President for Academic Affairs. The coordinator is available to meet with you at any time in order to answer questions about your academic work.

2. ACADEMIC HONORS

When you have been named to the Dean's List or have received some other academic honor, the Vice President for Academic Affairs notifies you and your parents or guardians (hereafter referred to as parents) by letter.

3. ACADEMIC PROBATION AND DISMISSAL

Student Qualifications. The faculty has established standards of satisfactory academic progress which are administrated by its Student Qualifications Committee. This committee reviews the academic record of each full-time student in academic difficulty at the end of Fall term and Spring term and at the end of Summer Term if the student earned nine credit hours at Queens.

Academic Probation and Dismissal. Students whose cumulative grade-point average falls below the following levels for each class standing are placed on academic probation:

Class Status	Earned Hours	Minimum GPA
Freshman	0-12	1.500
	13-23	1.800
Sophomore	24-37	1.800
	38-51	1.900
Junior	52-70	1.900
	71-89	2.000
Senior	90 or more	2.000

However, students who have any single term grade-point average below 1.000 will be subject to dismissal or placed on probation after a review of their records by the Student Qualification Committee.

Students on academic probation may not enroll in more than 15 credit hours in any one term.

Students on probation will be reviewed at the end of each term, including summer term, in which they have earned nine credit hours. Students on probation will be declared academically ineligible to return if they do not earn a term grade point average of 2.000 at the time of review. If the cumulative grade point average is not commensurate with class status, they will be continued on probation for one more term or will be dismissed.

All cases of academic probation and academic ineligibility to return to Queens College are decisions of the Student Qualifications Committee. Such decisions are communicated by the Director of the College of Arts and Science who sends a letter to the student with a copy to the parent(s).

Students have the right to present a written appeal concerning academic dismissal to the Student Qualification Committee. The decision of the committee in regard to the appeal is final.
The Student Qualification Committee will review the records of part-time and special students after nine semester hours. Part-time students must maintain cumulative averages commensurate with their class status. Special students must maintain a cumulative average of 2.000.

4. FINAL GRADES

Final grades are sent out from the Registrar's Office to you

at your home address. Grades are not routinely mailed to parent(s)/guardian(s); it is anticipated that the information will be shared. You may request that copies of your grades be sent to your parent(s). The request should be submitted in writing to the Registrar's Office.

5. MIDTERM GRADE WARNING

If you are having difficulty in a course (making a D or F) at the midterm, the instructor sends a midterm grade to the Director of the College of Arts and Science. In turn, a warning letter is sent to you and a copy to your parents. If you are doing satisfactory work (C or better) at midterm you are not sent grade reports.

It is important to note that the midterm reports are only warning signals and do not become part of your permanent record or in any way affect your academic standing. It is still quite possible for you to improve your grade to a satisfactory level during the second half of the term.

6. VACATION BREAKS

It is expected that you will make travel plans at break times which do not conflict with scheduled tests, exams, classes, labs, or assignments. Faculty members have been requested not to adjust the course requirements to suit individual travel arrangements.

7. ACCESS TO RECORDS

Queens College recognizes that the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment), as amended, does not intend to exclude release of information regarding a dependant students' academic progress/grades to their parent(s) if such information is requested. Queens College also recognizes your

right to specify that information regarding progress/ grades not be released to parent(s). Written notification must be made to the Registrar.

8. RESPONSIBILITIES OF THE COLLEGE

It is the responsibility of the faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these records on a student-by-student basis and to make sure such information is available in accordance with federal and state laws and with existing college policies. Note: Such materials as grade sheets are considered by the college to be confidential. Work-study students may be exposed to such material, but are bound by the Honor Code to keep such information in strictest confidence. If a breach of confidentiality occurs, it is considered an honor violation and will be referred to the CJB for action.

9. PUBLIC RECORD

The following information concerning individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, and religious affiliation. This information may be released or published without the student's consent. However, students who do not wish this information to be released or made public may inform the Registrar's Office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. You should understand that if you withhold directory information, it will not be released to anyone unless the health or

safety of an individual is involved. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Requests for student data from agencies such as HEW, OEO, and research agencies may be honored in anonymous form without prior approval from the student.

10. CONFIDENTIAL RECORD

All personally identifiable materials on particular students which are used to make decisions about students, or used for transmittal to others outside the college, and which are other than public material, as defined above, are considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work. If work-study students are exposed to such material and release such information without permission, a breach of confidentiality has occurred. This is deemed an honor violation and will also be referred to the CJB for action. The student may be subject to dismissal from the work study position.

11. OFFICIAL RECORDS

Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: All files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept indefinitely.)

Official records are released only with the written permission of the student. Access by the student to official educa-

tional records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's Office.

The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

Official records include materials on students, relating to their status as students, that are held by any office of the college and are intended for use of the college or are made available to parties outside the college.

A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by faculty members or administrators as aids to memory but not intended for transmittal to others.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

12. ACADEMIC GRIEVANCES

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading.

a. You should initiate the challenge process by the end of the first month in the following term in which the disputed record entry occurs by consulting with the faculty member concerned in the hope that satisfactory agreement may be reached.

b. If a satisfactory agreement is not reached, you should consult with the chairman of the division in which the record dispute has occurred.

c. If a satisfactory agreement is still not reached, you should consult the Vice President for Academic Affairs. However, normally there is no further appeal.

CHAPTER X
PROBLEM SOLVING AT A GLANCE

The following chapter is designed much like the owner's manual to a stereo or television. Just locate the word or phrase which most closely describes the question you have and follow-up with the office or person listed.

CAMPUS RESOURCE DIRECTORY

IN CASE OF ANY EMERGENCY: PLEASE CALL PUBLIC SAFETY AT 337-2306.
IF DIALING FROM A 337 EXTENSION, DIAL LAST 4 DIGITS ONLY: 2306

Question...	*Contact...*	*Located in...*	*Or call...*
Absences	Your instructor		
Academic Advising	Your advisor Academic Advising	Academic Affairs 203 Burwell	337-2508
Academic Records	Ruth Ann Engle	Academic Affairs 201 Burwell	337-2267
Address Change	Barbara Wilson	Registrar's Office 101 Burwell	337-2211
Admissions	Eileen Dills	Admissions 107 Burwell	337-2321
Adult Programs	Katie Wireman	Adult Admissions 105 Burwell	337-2392
Advisors, Assignment of	Academic Advising	Academic Affairs 203 Burwell	337-2508
Alumni Activities	Sasha Trosh	Alumni Affairs 208 Burwell	337-2214

Athletics	Dale Layer	Athletic Department Ovens Gym	337-2509
Audiovisual Equipment	Chris Carpenter	Media Center Everett Library	337-2262
Automobile	Campus Police Dispatcher	Campus Police 1st Floor	337-2306
Stultz Building	Banking Services 111 Jernigan	Student Bank	337-2322
Bills and Fees	Cindi Martin	Business Office 111 Jernigan	337-2350
Books and Supplies	Pam Brownscombe	Bookstore Morrison Basement	337-2413
Cable TV Repair	Time-Warner		377-5559
Campus Services	Mark Tomchin	Campus Services	337-2424
Career Planning	Bill Felty Nick Christian	Career Development Blair Building	337-2337
Chapel	Rev. Diane Mowrey	Chaplain, Belk Chapel Watkins 206	337-2291 (or) 337-2304
Check Cashing	Connie Berry	Student Bank 111 Jernigan	337-2336
Choral Organization	Dr. James Glenn	Music Department 225 Fine Arts	337-2341
Class Scheduling	Your advisor		
Clubs & Organizations	Vanessa Infanzon	Student Activities 208 Jernigan	337-2281
Computing Services	Janet Kulick	Computer Center Walker Science Basement	337-2323
Counseling	Katherine Townsend		337-2556
Counseling Center			
	Alcohol Issues		337-2556
	Chemical Dependency Center		376-7447
	Alcoholics Anonymous		332-4384

	Chemical Dependency		337-2556
	Chemical Dependency Center		376-7447
	Drug Education Center		357-3784
	Narcotics Anonymous		379-0440
	Eating Disorders		337-2556
	Gay/Lesbian		337-2556
	Time Out Youth		377-3399
	SupportWorks		331-9500
	Rape/Sexual Assult		337-2556
	Rape Crisis Center		24-hour
	Helpline		375-990
	Planned Parenthood		337-0841
Development	Dr. Richard Rankin	Development 210 Burwell	337-2321
Dropping/Adding Courses	Kaye Noe	Registrar's Office 101 Burwell	337-2211
EMERGENCIES	**Campus Police Dispatcher**	**Campus Police Stultz Building**	**337-2306**
Employment	Bill Felty	Career Programs Blair House	337-2337
Escort Services	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Facilities/Reservations			
Classrooms	Anne Ashworth	Academic Affairs 201C Burwell	337-2324
General	Paula Zoldowski	Special Events Withers House	337-2555
Financial Aid	Tony Carter	Financial Aid 102 Burwell	337-2225
Food Service	Mike Nagorka	Marriott, Morrison Dining Hall	337-2409
Fraternities	Vanessa Infanzon	Student Activities 203 Jernigan	337-2281
Grades	Kaye Noe	Registrar's Office 101 Burwell	337-2211
Graduate School Enrollment		See Adult Programs	

Graduation Requirements	Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Graduate/ Professional Testing Preparation & Advising	Carol Jordan	Career Programs Blair House	337-2337
Health Services	Amy Lindsley; RN	Health Center	337-2220
Honor Code Violations	Appropriate Judicial Board VP Eric Baldwin 203 Jernigan		337-2227
Housekeeping	Your RA Housekeeping Campus Services		337-2483
Housing	Your RC Ms. Suzanne LaVigne	Res. Life 204 Jernigan	337-2455
ID Cards	Campus Police	Campus Police 1st Floor Stultz Building	337-2306
Insurance (medical)	Health Center Receptionist		337-2220
International Students	Dr. Bill Thompson	I.E.P. Office 102 McEwen	337-2533
International Study	Dr. Bill Thompson	I.E.P. Office	337-2533
Opportunities Internships	Carol Jordan	102 McEwen Internship Program Blair Building	337-2374
Intramural Sports	Dale Layer	Athletic Dept. Ovens Gym	337-2509
Library Hours/ Information	Rosemary Arneson	Everett Library	337-2401
Loans (Emergency)	Eric Baldwin	Student Development 203 Jernigan	337-2227
Lost and Found	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306

Mail Services	Fred Williams	Post Office Basement Trexler Center	337-2311
Maintenance	Your RA Tim Estep	Physical Plant Maintenance Building	337-2460
Major, change/choice of	Your advisor Bill Felty Carol Jordan	Academic Affairs Career Center Career Center	337-2508 337-2337 337-2337
Meal Plan/Card	Mike Nagorka	Marriott, Morrison Dining Hall	337-2409
Media Center	Chris Carpenter	Everett Library	337-2262
Medical Assistance	Amy Lindsley; RN	Health Center	337-2220
Minority Programs/ Concerns	Eric Baldwin	Student Development 203 Jernigan	337-2227
Hayworth College	See Adult Programs		
Operations	Your RA Mark Tomchin	Campus Services	337-2483
Parent Concerns	Eric Baldwin	Student Development 203 Jernigan	337-2227
Parking	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Physically Challenged Students	Ruth Ann Engle	Academic Affairs 201 Burwell	337-2257
Registration	Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Religious Life	Rev. Diane Mowrey	Chaplain Belk Chapel	337-2291
Residence Life	Your RC Suzanne LaVigne	Res. Life 204 Jernigan	337-2455
Roommate Problems		Your RA/RC	

Safety	Campus Police Dispatcher	Campus Police 1st Floor Stultz Building	337-2306
Scholarships	Eileen Dills	Financial Aid 102 Burwell	337-2225
Sexual Harassment	Eric Baldwin	Student Development 203 Jernigan	337-2227
Sororities	Vanessa Infanzon	Student Activities 203 Jernigan	337-2281
Student Activities	Vanessa Infanzon	Student Activities 205 Jernigan	337-2281
Student Government	Matt Smith, President	Student Government Association	
Study Skills	Academic Advising	Academic Affairs 203 Burwell	337-2508
Summer School	Bonnie Stoffel	Hayworth College 109 Dana Bldg.	337-2327
Switchboard	Receptionist	Stultz Building	337-2000
Transcripts	Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Transfer Credit	Marcia Stefan	Registrar's Office 101 Burwell	337-2211
Tutoring	Academic Advising	Academic Affairs 203 Burwell	337-2508
Withdrawals	Kaye Noe	Registrar's Office 101 Burwell	337-2211
Work/Study	Eileen Dills	Financial Aid 102 Burwell	337-2225
Writing Center	Anne Kinney	McEwen 112	337-2544

CHAPTER XI
CAMPUS ACADEMIC & ACTIIVITIES CALENDER

QUEENS COLLEGE
1998-99 ACADEMIC CALENDAR
(Partial and Preliminary Listing)

New Students move-in ..... Friday, August 21

New Student Orientation ..... August 21 - August 24

Returning Students move-in ..... Sunday, August 23

Classes begin ..... Wednesday, August 26

Family Weekend ..... October 10-11

Fall Break..... Friday, October 16

Thanksgiving Break begins at 5:00 p.m. . Friday, November 20
Dining Services close at 1:30 p.m.
Residence Halls close at 5:00 p.m.

Residence Halls re-open at 12:00 p.m. ..... Sunday, November 29
Dining Services re-open at 5:00 p.m.

Classes resume ..... Monday, November 30

Classes end ..... Tuesday, December 8

Exams begin..... Thursday, December 10

Exams end ..... Wednesday, December 16
Dining Services close at 5:00 p.m.
Residents are required to move from hall 24 hours after last exam.

Residence Halls open at 4:00 p.m. ..... Sunday, January 3
Dining Services open at 5:00 p.m.

Classes begin ..... Wednesday, January 6

Spring Break begins at 5:00 p.m. ..... Friday, March 5
Dining Services close at 1:30 p.m.

Dining Services re-open at 5:00 p.m. ..... Sunday, March 14

Classes resume ..... Monday, March 17

Easter Holiday ..... Friday, April 2

Classes resume ..... Monday, April 5

Classes end ..... Tuesday, April 20

Exams begin ..... Thursday, April 22

Exams end ..... Tuesday, April 28
Residents are required to completely move from hall 24 hours after last exam.

Baccalaureate ..... Friday, April 30

Commencement ..... Saturday, May 1

Dining Services close at 8:30 a.m. ..... Saturday, May 1

1998 Fall Calendar of Events

August

21-24 New Student Orientation
22 Social Event, 8pm
23 Social Event, 8pm
25 Duke Energy Discovery Day, 1-3pm
26 Hypnotist: Jim Wand, 10pm
28 Poster Sale, 9am-6pm
Trexler Center: Welcome Back Party
29 Connection Charlotte: Charlotte Knights Baseball Game, 7pm
30 Outdoor Adventure Day Trip
Concert in the Court, 5pm

September

1 Trexler Center: Activities Day, 11am-2pm
2 Wednesday Night at the Movies, 8pm
3 Trexler Center: Spades Tournament, 9pm
5-6 Outdoor Adventure Trip
7 Women's Soccer v. Catawba, 4pm
8 Fall Convocation, 10:50am
9 Trexler Center: Volunteer Fair, 11am-2pm
Volleyball v. Limestone, 6:30pm
10 Leadership Beach Retreat Follow-Up, 7pm
11 Connection Charlotte: Greek Festival
12 Men's Soccer v. Barton, 1:30pm
13 Connection Charlotte: Carowinds Trip, 8am
16 Senior Class Meeting, 6pm
Trexler Center: Karaoke Night, 9pm
17 Religious Life Panel Discussion
18-20 Religious Life: Mountain Retreat at Montreat, NC
18 Connection Charlotte: Festival in the Park, 5pm
19-20 Volunteer Opportunity: Inner City Outings
19 Women's Soccer v. Erskine, 3:30pm
20-25 Spirit of Community Contest
22 Trexler Center: Area Restaurant Fair, 11am-2pm
Men's Soccer v. Lenoir-Rhyne, 4pm

23 Women's Soccer v. Mount Olive, 4pm
24 Trexler Center: Thursday Night on TV, 8-11pm
26 Connection Charlotte: International Festival
Admissions Open House, 8 am-4pm
Men's Soccer v. Belmont Abbey, 4pm
27 Concert in the Court, 5pm

OCTOBER
3-4 Religious Life Rafting Trip
3 Women's Soccer v. Presbyterian, 1pm
Connection Charlotte: Living Sea, OmniMax Theater, 7pm
7 Men's Soccer v. Anderson, 4pm
Volleyball v. Belmont Abbey, 6:30pm
8 Volleyball v. Converse, 6:30pm
9 Student Recital, 2pm
10-11 Family Weekend
11 National Coming Out Day
10 Voice Recital, 3pm
13 Women's Soccer v. Barton, 4pm
14 Health Fair, 11am-2pm
Midnight Madness, 12am
15 Trexler Center: Coffee House and Poetry Night, 9pm
16-18 Outdoor Adventure Trip
17 Friends of Music Concert, 8:15pm
18 Women's Soccer v. Longwood, 1pm
Men's Soccer v. Longwood, 3:30pm
19 Volleyball v. St. Andrews, 6:30pm
20 Trexler Center: Art Festival, 11am-2pm
Men's Soccer v. Lees-McRae, 4pm
21-24 Greek Rush
21 Women's Soccer v. Coker, 4pm
Volleyball v. Wingate, 6:30pm
Connection Charlotte: Terry McMillan, 7:30pm
22 Volleyball v Lees-McRae, 4pm
25 Volunteer Project
26-31 Alcohol Awareness Week

27 Learning Society Lecture: Mario Cuomo, 4pm
28 Wednesday Night at the Movies
29-30 Trexler Center: Pumpkin Carving Contest, 11am
30 Volleyball v. Coker, 6:30pm
31 Admissions Open House, 8 am-4 pm

November

3 Trexler Center: Faculty Impersonation Contest, 9pm
4 Wednesday Night at the Movies
6 Faculty Recital, 8pm
7 Outdoor Adventure Day Trip
9 Trexler Center: Monday Night on TV
11 Connection Charlotte: Riverdance
12-16 Walt Disney Tip-Off Trip
13 Student Recital, 2pm
Women's Basketball v. Newberry, 8pm
14 Women's Basketball v. JC Smith, 4pm
A Game of Chance & Chad's Opera, 8pm
17 OXFAM, 5pm
19 Great American Smoke Out
19-21 Marriott Classic Basketball Tournament
21 Friends of Music Concert, 8:15pm

December

1 World AIDS Day
Band Concert, 8pm
2 Boar's Head Banquet, 5:45pm
4 Broadway Recital, 2pm
Santa's Tree Trim & Party
5 Casino Night, 9pm
6 Admission Open House, 12-7 pm
Moravian Love Feast, 7pm
7 Holiday Open House, 4pm
Women's Basketball v. Barber Scotia, 5:30pm
Men's Basketball v. JC Smith, 7:30pm
8 Midnight On Ice, 11:30pm-1:30am
9 Exam Break Breakfast, 10pm

10 Stress Free Zone, 9-10:30pm
11 Stress Free Zone, 11am-1pm
12 Women's Basketball v. Catawba, 6pm
Men's Basketball v. Barber-Scotia, 7:30pm
16 Women's Basketball v. Lenior-Rhyne, 5:30pm

Athletic Events listed are HOME games.